

**UNIVERSITY OF HOUSTON**  
**DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING**

**REIMBURSEMENT REQUEST**

Name : \_\_\_\_\_ Phone : \_\_\_\_\_  
 Title : \_\_\_\_\_ E-mail : \_\_\_\_\_  
 Address : \_\_\_\_\_

Date	Description of Expense	Amount
<b>Total Amount of All Receipts:</b>		

Purpose / Benefit : \_\_\_\_\_  
 \_\_\_\_\_

Speed Type # : \_\_\_\_\_ and Project ID # : \_\_\_\_\_

**Signatures**

Requested by : \_\_\_\_\_ Date : \_\_\_\_\_

Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

**IMPORTANT NOTES:**

- If this is your first time requesting reimbursement or your home address has been changed since your last reimbursement request, an invitation with a link will be sent to you to register as a vendor through Payment Works.
- Before turning in the form to the department, it has to be signed by the requester and the supervisor.
- Attach the originals of all receipts and documentation showing the charge to your credit card. The request for reimbursement including the required documentation must be submitted to the department business office no later than 60 days after travel/purchase is completed.
- Please submit all of the required documentation to [civebizops@uh.edu](mailto:civebizops@uh.edu).
- Not providing all the information requested will delay the processing of your reimbursement.