

Department of Computer Science and Engineering

REQUEST FOR REIMBURSEMENT FORM
(NON-TRAVEL under \$500 Emergency Purchases)

DETAILED ITEMIZED RECEIPTS ARE REQUIRED

All items must be shipped to the University of Minnesota, 4-192 Keller Hall, 200 Union Street SE, Minneapolis, MN 55455

Date: _____ Name: _____ Are you currently paid by the U? yes no

Home Address: _____ Employee ID: _____

Email: _____ Country of Citizenship: _____ VISA Type: _____

Charge CF String: _____

CHECKLIST FOR COMMONLY MADE PURCHASES (NON-SPONSORED ACCOUNTS ONLY):

- Toner Cartridge(s): used for research purposes in my Lab Office
- Book(s): used for long-term research purposes in my Lab Office
- Professional Membership: for the benefit of my work in the CS&E dept.
- Other Subscription/Services: for the benefit of my work in the CS&E dept.
- Supplies to be used for Research Instruction Outreach.

My research area is (check all that apply):

- Architecture & Compilers
- Bioinformatics & Comp Biology
- Data Mining, Databases & GIS
- Graphics & Visualization High
- Performance Computing
- Human Computer Interaction
- Networks, Systems & Security
- Robotics & AI Software
- Engineering & Programming
- Theoretical Foundations

Other Area: Dept. Administration MSSE UMSEC

Reason for expenditure:

(Benefit to research project):

Attach the original detailed receipt for each item purchased.

| Quantity | Description | Unit Price | Total |
|----------|-------------|------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Grand Total: _____

My signature certifies:

- * I have paid the amounts claimed and am entitled to reimbursement according to policy.
- * The listed expenses are legitimate and allowable business expenses.
- * I am not requesting reimbursement for expenses charged to the Procurement Card or expenses that have been or will be reimbursed by other sources.

Submitted by: _____ (Signature) _____ (Date)

PI/Faculty approval: _____ (Signature) _____ (Date)

Department approval: _____ (Signature) _____ (Date)



Department of Computer Science and Engineering
Purchase and Reimbursement of Non-Travel Related Expenses

Revised January 2017

For internal department use only

Please use online forms, which can be found at <https://www.cs.umn.edu/resources/forms> with the exception of purchase requests.

For purchase requests:

1. For **computer equipment purchases**, please contact Jim MacDonald, mac@cs.umn.edu or 5-5803.
2. All purchase requests must be signed by the faculty member authorizing the purchase and, for all funds, should include a brief explanation of how it relates to or benefits the account being charged. The justification should include WHO, WHAT, WHEN, WHERE, WHY and HOW there is a benefit. For additional information, please refer to:
http://policy.umn.edu/sites/policy.umn.edu/files/appendix/transaction_appa.pdf

For reimbursement of non-travel expenses:

1. Occasional **emergency** purchases of up to \$500 are reimbursable, with a receipt. (It is expected that almost all purchases will be made with a U of M purchase order.)
2. Original detailed receipts are required for employee reimbursements of \$25 or more, except meals which always require a detailed receipt.
3. *Purchases shipped to home addresses will not be reimbursed unless prior approval is obtained from the department head.*
4. Meals: Provide a list of attendees and the business purpose of the meal and benefit to the University.
5. Alcohol is not a reimbursable expense (except for faculty recruiting). The limit per person for faculty recruiting dinners is \$60/person. This includes meal, beverage, tax and gratuity. Sales tax on business meals will be reimbursed.
6. All reimbursement requests must be submitted in a timely fashion according to the University policy.
7. All purchase requests must be signed by the faculty member authorizing the purchase and, for all funds, should include a brief explanation of how it relates to or benefits the account being charged. The justification should include WHO, WHAT, WHEN, WHERE, WHY and HOW there is a benefit. For additional information, please refer to:
http://policy.umn.edu/sites/policy.umn.edu/files/appendix/transaction_appa.pdf
8. Only the following persons are authorized signatures for the department:

| | |
|---------------------------|------------------------------|
| Department Head | Mats Heimdahl |
| Associate Department Head | George Karypis |
| Administrative Director | Faith Goenner |
| Department Accountant | Sue Gustafson |
| Research Accountants | Jillian Rung, Sonya Ovegaard |

For additional information on policy, please refer to the University Policy Library:

1. Home site: <http://policy.umn.edu/>
2. Purchasing Goods and Services: <http://policy.umn.edu/finance/purchasing>
3. Hospitality and Other Special Expenses: <http://policy.umn.edu/finance/hospitality>

