

CHFA Departmental Reimbursement Form

CHFA Business Office

209 South College
 Phone: 413.545.6696
 Fax: 413.545.4171
 Email: business@hfa.umass.edu

**All original receipts should be affixed to 8 ½ x 11 sheet(s) of paper.
 The originals and one photocopy must be submitted with this form.**

| | | | |
|--|--|-------------------------------|--|
| Date of Request: | | Dept. Name | |
| Person to be Reimbursed: | | Dept. Phone | |
| Home Address (street): | | Dept. Fax: | |
| Home Address (line 2) | | Name of Requestor: | |
| Home Address (City, State, Zip) | | Signature of Requestor | |

| | |
|--|--|
| Purpose for incurring the expense | |
|--|--|

| Date of Expense | Amount | Location and Description of Expenditure |
|-----------------|--------|---|
| | | |
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| | | |

| | |
|--|--|
| Total: | |
| Speed Type: | |
| Name of Person to be Reimbursed: | |
| Signature of Person to be Reimbursed: | |
| Name of Department Chair: | |
| Signature of Department Chair: | |

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REIMBURSEMENT:

In general, to be reimbursed for a business expense, a BEER form must be signed by the person making the expense and their supervisor and must be submitted along with the ORIGINAL receipts.

To be reimbursed for MEALS, indicate the reason for the event, list names in attendance, and be sure to include the ORIGINAL receipt. If there is alcohol served, the 'alcohol permission' memo must be completed. Alcohol Usage Permission form is available in [Word format](http://www.umass.edu/hfa/CHFABO/Alcohol/AlcoholForm.doc) (<http://www.umass.edu/hfa/CHFABO/Alcohol/AlcoholForm.doc>) or [PDF format](http://www.umass.edu/hfa/CHFABO/Alcohol/AlcoholForm.pdf) (<http://www.umass.edu/hfa/CHFABO/Alcohol/AlcoholForm.pdf>).

To be reimbursed for GENERAL PURCHASES, indicate the 'reason' that the item was purchased inappropriately (i.e., why it wasn't purchased on a PO, procard, from a university vendor, etc.), what the item will be used for and include the ORIGINAL receipt.

YOU MUST INDICATE the speed type to charge the reimbursement to, and unless you are the PI or Dept. Chair, you must print out your request and have it signed by the PI or Dept. Chair before sending to the Business Office.