

# Request for Reimbursement

**Instructions:** Please fill out the form below. All boxes in red are required. Email completed form and supporting documentation to [chemical-engineering@uiowa.edu](mailto:chemical-engineering@uiowa.edu) or take the completed form and hard copy receipts to 4133 SC.

*Note: Receipts must be itemized and provide method of payment (credit card/cash). If method of payment is not included, a credit card statement may be requested.*

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**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

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**Address** (*reimbursement check will be mailed to this address*): \_\_\_\_\_

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**Advisor/Instructor Name** (*if applicable*): \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

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**MFK/Account to charge:** \_\_\_\_\_

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**Business Justification:**  
*What was purchased, why was it needed, and how will it be used?*

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**Food Justification (if applicable):**  
*If food was purchased, why was food provided, and how did it contribute/benefit the event? Please list number of attendees. If <20 attendees, please provide names.*

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**Course Information (if applicable):**  
*If related to a course, please list course number and what project the items will be used for.*

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**Other information:** \_\_\_\_\_

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Please contact the Chemical and Biochemical Engineering Main Office with questions:

4133 Seamans Center for the Engineering Arts and Sciences  
Iowa City, Iowa, 52242

Phone Number: 319-335-1400

E-mail: [chemical-engineering@uiowa.edu](mailto:chemical-engineering@uiowa.edu)