REQUEST FOR PAYMENT / REIMBURSEMENT OF BUSINESS EXPENSE

John Smith
Payee/Vendor

November 1, 2014
Date

ECS UTDesign
Department

Courtney Packer
Payee Mail Station/Vendor Address

3802
Cost Center

SPN11

UTD-ID

* All columns must be completed to ensure processing. Attach additional copies of form if necessary.

CERTIFICATION:
“I certify that the listed charges are true, correct, and unpaid.”

X
Signature of Individual Certifying and Requesting Payment

Approved: Department Head or next higher authority

Explanation of Charges
(All original receipts and backup documentation must be attached. If reimbursement is for alcoholic beverages served on UTD campus, a copy of the signed “Request for Permission to Serve Alcoholic Beverages” must be attached.)

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Type &amp; Location of Event</th>
<th>Event Participants &amp; Business Relationship or Titles</th>
<th>Business Purpose of Expenditure</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1/13</td>
<td>Home Depot #6504, Richardson, TX</td>
<td>UTDesign-ME project with General Dynamics, Proj #329</td>
<td>h/w parts &amp; supplies</td>
<td></td>
<td>$14.97</td>
</tr>
</tbody>
</table>

Subtotal on receipt

TOTAL $14.97