Reimbursement Form for Books and Consumable Supplies

**Read and complete this form in its entirety or your reimbursement request will not be processed**

Instructions:
Post-Secondary students may be reimbursed for required course packets and books not available at the University Bookstore. *Students can be reimbursed for no more than $185.00 per semester. Sales tax and textbook shipping costs (if applicable) are NOT reimbursable.*

So that we may quickly process your reimbursement request, follow these instructions:
1. Complete a reimbursement form for each course for which you bought course packets or books.
2. Complete all sections of this reimbursement form, including the itemization of expenses.
3. Attach original receipt(s) to the completed form.
4. Attach a copy of the course syllabus with the required packet(s) or book(s) listed.

Reimbursement checks may take 4-6 weeks to arrive.

Student Information:
Name____________________________________ U of M ID #__________________
Address (this is where your reimbursement check will be sent)
Street___________________________________
City________________________ State________ Zip Code_______________________

Course Information:
Subject_________ Number_________ Course Title__________________________ Sem/Year_____

Itemization of Expenses (listed on receipt(s)):
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
Item___________________________________ Cost________
(continue on back if necessary)

Total_______

I certify that the expenses outlined above are correct and that I have paid the total amount shown. I am not being reimbursed by any other source.

Signature________________________________ Date_________