

# UHWO REQUEST FOR REIMBURSEMENT/TRAVEL SUPPORT OR PURCHASE FROM DIVISION FUNDS

**TO:** VCAA **Date:** \_\_\_\_\_

**FROM:** Division Chair, \_\_\_\_\_

**SUBJECT:** Request for Use of Division Funds

I support the request for reimbursement to \_\_\_\_\_ for the following items:  
*(name)* *(receipts attached)*

Please purchase the following item *(provide specific ordering information)*:

\$\_\_\_\_\_ is approved to support the travel of \_\_\_\_\_ to

for *(describe purpose)*:

**Itemized Budget:** *(Attach separate sheet if needed; include vendor names)*

| From account:        |   | General Funds |   | Summer School Funds |
|----------------------|---|---------------|---|---------------------|
| Humanities           | □ |               | □ |                     |
| Professional Studies | □ |               | □ |                     |
| Social Science       | □ |               | □ |                     |
| Other:               | □ |               | □ |                     |

Division Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

VCAA Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(pending availability of funds)*