

**TEXAS A&M RESEARCH FOUNDATION**  
dba Prairie View A&M Research Foundation  
dba The Texas A&M University System Health Science Center Research Foundation  
**REIMBURSEMENT REQUEST**

Date: \_\_\_\_\_ Account No.: \_\_\_\_\_

Claimant Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

**Type of Reimbursement:**

- Out-of-Pocket Expense  
 Petty Cash Account --Replenish:  Yes  No

\_\_\_\_\_ Current Petty Cash Advance Amount  
\_\_\_\_\_ Less Total Cash Receipts for this Claim  
\_\_\_\_\_ Plus Amount of This Reimbursement  
\_\_\_\_\_ Petty Cash Amount After Reimbursement

**Requested Form of Reimbursement:**

- Cash (\$200 Limit)  
 Check

**The claimant is:**

- TAMUS Student  
 TAMUS Employee  
 Not a TAMUS Student or Employee

\*Original receipts are required and must be attached to this form.

\*All travel-related expenses must be submitted on a TAMRF Travel Expense form.

\*A W-9 Form is required for all claimant's who are a U.S. Citizen or Legal Permanent Resident (green card holder) submitting their first reimbursement (including travel) through TAMRF.

VENDOR	DESCRIPTION	AMOUNT	TAMRF USE ONLY EXPENSE CODE / COMMENT
TOTAL TO BE REIMBURSED:			

**CERTIFICATIONS:**

I certify that these items submitted for reimbursement are for use in the research or administration of the referenced account and have not been reimbursed to me from any other funding source. I also certify that this reimbursement  is  is not being made to or on behalf of a U.S. citizen or Legal Permanent Resident (green card holder).

\_\_\_\_\_  
Claimant's Signature Date

I certify that these costs were incurred to conduct research for the referenced account and are properly chargeable to the project.

\_\_\_\_\_  
Principal Investigator's Signature Date

**APPROVAL:**

\_\_\_\_\_  
Project Administrator, TAMRF Date

**Return the completed and signed form to:**  
Texas A&M Research Foundation  
400 Harvey Mitchell Parkway South, Suite 100  
TAMU Campus Mailstop 3578  
College Station, TX 77845