

Davies Hall Closure Request for Reimbursement of Employee Costs of Storage at a Storage Facility (Not to Exceed \$750)

Employee W-ID:

Employee Name:

Employee Mailing Address:

Submission Restrictions: Faculty reimbursements are limited to two separate reimbursement requests. The first submission deadline is May 15, 2024, with an option for a second submission afterward, combined to a maximum of \$750.

Reimbursement Details (per Davies Hall MOU): Faculty members who lost their office as a result of the closure can be reimbursed up to \$750 for the cost of storage at a storage facility.

Expense Report: Please list each storage cost as a separate line item alongside the corresponding receipt.

Receipt #	Storage Facility Name	Dates of Storage (Start and Stop)	Out-of-Pocket Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
18			
19			
20			
Total			<input type="text"/>

Certification and Acknowledgment:

I certify that the reimbursement request is for my out-of-pocket expenses incurred for storing office belongings at a storage facility following the closure of Davies Hall, where I lost my office. I acknowledge that the collective reimbursement will not exceed \$750. Attached are copies of the receipts to correspond with each line item above.

EMPLOYEE SIGNATURE:

DATE:

DEAN OR OTHER AUTHORIZED SIGNATURE:

DATE:

VICE PRESIDENT, ADMINISTRATION SIGNATURE:

DATE: