Reimbursement Request

This is a reimbursement request form for the Center for International Rural and Environmental Health. It is used as a guide to assist you in getting your reimbursement as quickly and efficiently as possible.

Personal Info: ____________________________________________

Last Name First Name

Hawk ID UI ID Number

Type of Expense(s) (Please check all that apply.):

☐ Passport
☐ Visa
☐ Immunizations
☐ Books
☐ Other (Please specify):

_______________________________

Please specify, the address to which you would like the reimbursement mailed:

Address: _______________________

City: ___________________________

Postal Code: ____________________

Country: ________________________

Follow this check list to ensure that you have completed everything necessary to receive your reimbursement:

☐ Step 1: Retain your itemized receipts and scan them at 400 DPI or higher. Make sure the receipt is itemized/states what was purchased. If you have questions as to whether something is sufficient, please email us.

☐ Step 2: Look to see if your purchase was made with a Visa Credit Card

☐ If not, go onto step 3.

☐ If yes, you will need to scan your credit card with the middle 8 digits blacked out.

☐ Step 3: Email electronic files to the following people:

Associate Director – Kristina Venzke Kristina-venzke@uiowa.edu
Program Assistant or Secretary – Danielle Dahl Danielle-dahl@uiowa.edu

☐ These are what should be attached:

☐ This form (filled out)
☐ Receipts
☐ Visa Credit Card copy with the middle digits blacked out (if applicable)

☐ Step 4: Send original receipts to:

Kristina Venzke
MHIRT – The University of Iowa
100 Oakdale Campus A103
Iowa City, Iowa 52242

☐ Step 5: Approve this reimbursement if it comes to you through workflow and send to the next approval level: Patricia Francisco

Note: Your reimbursement cannot be processed until we receive your originals so try to get them in as quickly as possible. Also, if you submit your reimbursements in August or September, they may not be processed until October due to the commencement of the school year. We encourage you to submit your requests before or after this time.