CHECK REQUEST - Employees
Budget & Business Services

The University of Maine

Date: _____

Dept.: _____

Address: _____

This form should be used for reimbursements, refunds and travel related (checks to hotels prior to the trip) items. Reimbursements for employee travel expenses should be processed via the Travel Expense Voucher.

If you are **reimbursing an employee for NON-travel items**, you may do so via the Petty Cash form for purchases up to $125. For reimbursements OVER $125, you must use this form with original receipts attached.

PAY TO: _____

Address: _____

_____

_____

Phone No.: _____

○ Employee   ○ Student

If you are reimbursing an employee, you MUST provide their Employee ID number and date(s) of purchase.	EMPL ID

PeopleSoft ChartField Combinations   * = REQUIRED fields

* Unit	* Dept. ID	*Account	Class	*Fund	Program	Project	Date(s) & Description of Expense/Reimb.
UMS05							Date (s): _____ Amount: _____
	Note: This form provides you with 3 sections to breakdown account info. and descriptions. If you are using only **ONE** ChartField Combination, you only need to enter it above. Feel free to further breakdown your items in the "Description of Services"; **but you do not need to repeat your chartfield combination**.						Description:
UMS05							Date (s): _____ Amount: _____
							Description:
UMS05							Date (s): _____ Amount: _____
							Description:

Approved by: _____   _____
        Signature   Printed Name

Phone No.:_____

Total: _____