

STUDENT REIMBURSEMENT REQUEST

- After obtaining Dr. Lakes' signature, email this completed form and the documents listed below to OMEfinance@uky.edu.
 - Conference agenda with conference dates
 - Conference registration receipts
 - Any other receipts with purchase details
 - Proof of payment. Credit card or bank statement is proof of payment. Statement must be in the student's name. Statement should be redacted of all financial details and other information not related to this request.
- Required documents should be saved as **one (1) PDF file. Save the file as your last name, first name, and conference name.**
- Request will be reviewed by OME Budget Officer and submitted if complete. If not complete, the request will be returned to the student.
- Payments typically take up to 4 weeks to complete.
- If you have any questions about the form or documents, please email questions to OMEfinance@uky.edu.

Student Information

Student Name: _____ Student ID #: _____

Address check should be sent to: _____

Phone #: _____ Email Address: _____

Reimbursement Information

Conference Name: _____

Conference Start Date: _____ Conference End Date: _____ Did you present at the conference? _____

Did you represent UK in an official capacity at the conference? If so, please describe your role.

Funding

Total Expenses: _____ Amount Requested: _____ Are you receiving funding from other sources?

If yes, detail funding sources and amount.

Approvals

Signature: _____
Dr. Lakes, Associate Dean, Student Affairs

Signature: _____

Andrew Buck, OME Budget Officer