

Application for Reimbursement

UNOPA Fund #CD 2484

Name _____ Personnel Number _____

Home Address _____

Department _____

Campus Address _____ Campus Phone _____

Information for Applicant:

- Any UNOPA member who is a full or part-time UNL employee is eligible to apply for up to \$100 reimbursement of expenses for professional growth activities. Eligible expenses include workshop registration fees, college tuition, textbooks, travel expenses for a conference, etc.

You may combine more than one expense on one application.

- Send your application to Roddy Spangler, 3 ENTO Hall (0816).
- Applications are due by October 15, February 15, and May 15. The review board will meet shortly after each date, and notify applicants of decisions within two weeks. Applications may be sent any time, and will be reviewed after the following due date.
- Reimbursement can be requested only after successful completion of the activity. For example, if you took a class, attach a copy of your attendance certificate or grade report to show it was completed.

Have you ever received a stipend from the UNOPA Fund #CD 2484 before? ___ Yes ___ No

- If yes, please indicate month and year received. _____
- To allow maximum sharing in the benefits of the fund, reimbursements will not be granted to the same individual in two consecutive years.

Reimbursement Request:

Describe the activity you completed. Attach pertinent information, such as a copy of attendance certificate, grade report, or registration form, and a paid receipt for each expense. Original receipts are required—that's a government regulation. Reimbursement is made through a check issued by the University of Nebraska Foundation. Please allow several weeks for this to occur.

Activity Description: _____

Amount Requested: _____

Signature of Applicant: _____ Date: _____

Review Board Decision:

Date of Meeting: _____

Approved _____ Disapproved _____ (If disapproved, explain)
