



College of Continuing & Professional Studies

UNIVERSITY OF MINNESOTA

Post-Secondary Enrollment Options

University of Minnesota Twin Cities

Nicholson Hall Room 20

216 Pillsbury Drive SE, Minneapolis, MN 55455

Phone: 612-626-1666

pseo@umn.edu

Reimbursement Form for Books and Consumable Supplies

Read and complete this form in its entirety or your reimbursement request will not be processed

Instructions:

Post-Secondary students may be reimbursed for required course packets and books not available at the University Bookstore. *Students can be reimbursed for no more than \$350.00 per semester.*

So that we may quickly process your reimbursement request, follow these instructions:

1. Complete a reimbursement form for each course for which you bought course packets or books.
2. Complete all sections of this reimbursement form, including the itemization of expenses.
3. Attach original receipt(s) to the completed form.
4. Attach a copy of the course syllabus with the required packet(s) or book(s) listed.

Reimbursement checks may take 4-6 weeks to arrive.

Student Information:

Name _____ U of M ID # _____

Address (this is where your reimbursement check will be sent)

Street _____

City _____ State _____ Zip Code _____

Course Information:

Subject _____ Number _____ Course Title _____ Sem/Year _____

Itemization of Expenses (listed on receipt(s)):

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

Item _____ Cost _____

(continue on back if necessary)

Total _____

I certify that the expenses outlined above are correct and that I have paid the total amount shown. I am not being reimbursed by any other source.

Signature _____ Date _____