



CUP AHEC Scholars Resources

Reimbursement Process

To receive reimbursement, please complete the UNE Business Office Voucher on the following page. Any purchases must be accompanied by an itemized receipt. If you are submitting a request for a travel reimbursement, contact Zoe Hull for additional information at zhull@une.edu.

Please note that AHEC is not able to provide reimbursement for taxes or alcohol. To inquire about UNE's tax exemption, contact Zoe Hull.

Once the form is completed, please drop it off or mail it, along with the original itemized receipt, to:

Zoe Hull, MPH
Linnell Hall 110
716 Stevens Avenue
Portland, ME 04103

For questions regarding reimbursement, please contact Zoe Hull at zhull@une.edu.

UNIVERSITY OF NEW ENGLAND
BUSINESS OFFICE VOUCHER

____/____/____
Anticipated Payment Date

____/____/____
Today's Date

EIN/SSN # _____ or

PRN # (Required) _____ \$ _____

PAY TO: _____

ADDRESS: _____

_____(below this line will be completed by AHEC staff only)



☐ Check here if this voucher is being used for zero amount student events

EXPLANATION FOR PAYMENT: _____

ACCOUNT NUMBER

AMOUNT

_____ \$ _____

_____ \$ _____

DEPARTMENT HEAD

DEAN OR VICE PRESIDENT (OVER \$1000)

PROVOST (if applicable)

SVP of FINANCE AND ADMINISTRATION (OVER \$5000)

SPECIAL MAILING INSTRUCTIONS & REMARKS
