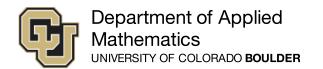


Exam Grading Reimbursement Form

Note:	The maximum	reimbursement	per	person is:	\$9.00	per	exam
	IIIO IIIUAAIIII		P -	PO. 0011 10	40.00	P U .	OMMILI

Course #: _____ Exam#: _____ Exam Date: _____

	Proctor:				
Ple	ease provide a list of graders at the	e session.			
Instructors	TAs	TAs/ other graders			
	1	14			
	2	15			
	3	16			
	4	17			
	5	18			
	6	19			
	7	20			
	8	21			
	9	22			
	10	23			
	11	24			
	12	25			
	13	26			
	Hirad Cradara Only				
Hired Graders Only					
Name	Undergrad/Graduate	Hours Worked			
-					
	•	•			



Exam Grading Reimbursement Form

Total Reimbursement Requested:					
Email:					
Name of person requesting reimbursement:					
Signature of Course Coordinator:	Date:				
Course number (ex. APPM 1350):					
Name of Course Coordinator:					
Name of Course Coordinator:					

Please attach receipts to this document

Note: If you are designated to purchase food for exam grading, you will only be reimbursed up to \$9 per grader per exam.

- For the reimbursement to be granted, all graders (Instructors, TAs, hired graders must be listed on the grading form.
- The number of hours worked by hired graders must be listed on the form.
- Any amount over the \$9.00 per person must be approved in advance by APPM's Program Manager
- Keep in mind this amount includes any tip that you approve and delivery charges
- Please remember to take the tax exemption letter to avoid paying sales tax and also obtain the food purchasing guidelines

The University is **Tax Exempt; you must obtain the tax-exempt certificate** from the APPM office and present it before your purchase is charged. Receipts required: Itemized receipt – shows a list of items purchased. If a credit card is used a copy of the credit card receipt is also required.