



Note: The maximum reimbursement per person is \$9.00 per exam

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

Proctor: _____

Please provide a list of graders at the 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

<i>Hired Graders Only</i>		
Name	Undergrad/Graduate	Hours Worked



Name of Course Coordinator: _____

Course number (ex. APPM 1350): _____

Signature of Course Coordinator: _____ Date: _____

Name of person requesting reimbursement: _____

Email: _____

Total Reimbursement Requested: _____

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.