

K-STATE UNIVERSITY SUPPORT STAFF OPORTUNITY FUND
Personal Reimbursement Form

Name of Employee: _____
Position and Full Title of Nominee: _____
Employee ID Number: _____
Name of Employing Unit: _____
Campus Address: _____
Employee Signature: _____

Eligibility and Criteria

Any USS employee may request a personal reimbursement for up to 50% of qualified expenses, not to exceed \$100. The number of awards may be limited due to the number of requests received and/or the amount of funds available. **Original receipts must be provided for all personal reimbursement requests.**

Expenses:

1. Textbook -- Applicant must provide the original textbook(s) receipt and a copy of class schedule.

Total amount of Books _____ x50%= _____
Amount requested
(not to exceed \$100)

2. Professional Development – Expenses incurred by USS employees for seminars or conferences attended to improve current work skills. Request limited to items the employee’s department will not reimburse.

Seminar/ Conference Attended: _____

Date: _____

Please describe how this event relates to your current position:

Complete the reimbursement form, print and submit to the Office of the Vice President for Administration and Finance (VPAF), 105 Anderson Hall, along with original receipts. Please note that these items are taxable income.