



## License Renewal Reimbursement

Name \_\_\_\_\_ Amount \_\_\_\_\_ -

Department (Select from List) \_\_\_\_\_

### LICENSE TYPE

License Type \_\_\_\_\_ Payroll Code \_\_\_\_\_ -

### CONTACT INFORMATION

Requestor Name  
*(if different than above)* \_\_\_\_\_

Requestor Email \_\_\_\_\_

Requestor Phone# \_\_\_\_\_

### REMIT ADDRESS

***Send via ONE method below***

Email [cumgpaysroll@uwp.washington.edu](mailto:cumgpaysroll@uwp.washington.edu)

Fax (206) 987-8484

Inter-office mail Mailstop CSB-100 / Box 359300

### SUMMARY OF REIMBURSEMENT POLICY

Only renewal of licenses are eligible for reimbursement depending on your department. Requests are due on the 18th of the month and are reimbursed with the next scheduled payroll, payable on the last business day of the month. Reimbursement will be issued as a separate check/direct deposit from regular base pay (effective 3/1/2014).

Live checks will be mailed to home address unless you are enrolled in CUMG direct deposit.

A separate form must be submitted for each type of license (do not combine).

**Include a copy of the RENEWED license and Receipts to avoid delays.**

### CUMG OFFICE USE

\_\_\_\_\_ Qualifies for reimbursement

\_\_\_\_\_ License copy received