

Department Reimbursement Authorization

Please include this request for reimbursement when you send your course materials to Montezuma Publishing for reproduction.

I, _____, request
(Instructor/Author)

department reimbursement for course material produced for _____
(Course) (Semester)

Costs incurred by the department:

Staff Support time _____ hours \$ _____

Student Assistant time _____ hours \$ _____

Copying \$ _____

Other (i.e., supplies) \$ _____

Total Cost Incurred \$ _____

Examples:

Administrative Support Assistant @ 10.93 per hour for 40 hours

Student Assistant @ \$8.00 per hour for 15 hours

Copying @ \$.10 per page for 300 pages

Receipts or supporting documentation must be included with this request.

Based on the completed *Costs incurred by the Department* information above, Montezuma Publishing will amortize these costs across the estimated enrollment.

Approved by:

Department Chair (Printed)

Department Chair (Signature)

Date