Subject Reimbursement & Certification Form

The University of Montana

This form is used to record your subject reimbursement expense, replenish your advance account, or close the account. Submit this form to your Fund Accountant monthly.

I Certify that _____ subjects received a $_____ honorarium for participation in my research project. The total amount disbursed was $_____
I Certify that $ _____ remains in the fund.

Please indicate: Recording Expense ☐ Replenishing Fund ☐ Closing Fund ☐

Index code to expense: _____ Account code: 62868

If replenishing fund, please indicate: *Set amount fund $_____
**Revolving fund $_____

If Closing Fund, Amount Returned $_____

_____ _____
Project Director Date

*Set amount fund (maintaining amount of original request in fund)
**Revolving fund (varying the amount maintained in fund)

Department Dean, Director, or Chair Authorization

I Certify that I have reviewed the subject reimbursement records, and there were _____ subjects that received a $ _____ honorarium for this project.
The total amount disbursed was $ _____.

_____ _____
Authorization Date

_____
Title