

**REIMBURSEMENT REQUEST FORM**

\* Use a separate form for each event/ business purpose. DO NOT use this form for Travel. Expenses must be > \$15.00

*Part 1: Information*

<b>Payee Name:</b>	<b>Payee Email:</b>
<b>Payee Type:</b> <input type="checkbox"/> 1. UC Employee <input type="checkbox"/> 2. Current/ Former Student Employee <input type="checkbox"/> 3. Non Student Employee <input type="checkbox"/> 4. Non Affiliate	
<i>For Payee Types 1 &amp; 2</i> <input type="checkbox"/> I have added my fiscal contact as a delegate in concur	
<i>For Payee Types 3 &amp; 4</i> <input type="checkbox"/> I have registered in payment compass; my <b>payee ID</b> is: _____	

<b>Event Name:</b>	<b>Date:</b>	<b>Location:</b>
<b># of Student Attendees:</b>	<b># of Staff Attendees:</b>	<b># of Non - Affiliate Attendees:</b>
<b>Business Purpose:</b> <input type="checkbox"/> STDT PROG - Social <input type="checkbox"/> STDT PROG - Educational <input type="checkbox"/> Meeting <input type="checkbox"/> Staff Morale <input type="checkbox"/> Prize/Recognition <input type="checkbox"/> Office Supplies <input type="checkbox"/> Recharge <input type="checkbox"/> Other - Elaborate: _____		
<b>Purchase benefits the university/ enhances student experience by :</b> _____ _____		

<b>Entity. Fund. Fin Unit. Function. Project. Task</b>	<b>Preferred approver</b> (non college COA only)	<b>Account Code</b> (non college COA only)
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*Part 2 Documentation: submit 1 receipt/ line; DO NOT combine multiple receipts from the same vendor.*

**Receipt #1**

Vendor:	Receipt Date:	Receipt Amount:
Items Purchased:		

**Receipt #2**

Vendor:	Receipt Date:	Receipt Amount:
Items Purchased:		

**Receipt #3**

Vendor:	Receipt Date:	Receipt Amount:
Items Purchased:		

I certify receipts are: **ITEMIZED & Charged** (shows card last 4 digits w/ charge breakdown). They include: **Vendor Name, Address, Purchase date, & Show applicable tax.** I further certify the expenses incurred are in accordance with the business policies.

**Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TOTAL EXPENSES:** \$ \_\_\_\_\_