

REIMBURSEMENT REQUEST FORM

Use this form when you are requesting reimbursement for miscellaneous supplies and general expenses (books, office supplies, etc.) **This form should NOT be used: for Travel or Entertainment expenses; to request payment for services; or to place an order for an item.**

Request Date: _____

Requestor Name: _____

Payee (if not requestor) _____

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Provide appropriate payee ID info; Employee ID for employees; Student ID for students;
Employee ID/Student ID: _____

"Payment Address (if not UCB employee) : _____

Type of Expense to be Reimbursed:

Books	Computer Supplies	Subscriptions	Memberships
Copying Cost	Office Supplies	Other (Explain) _____	

Business Purpose of Item(s) to be Reimbursed

Description of Item(s) Purchased	Total Cost
Total Amount to Reimburse (will be automatically calculated):	\$

CERTIFICATION: By signing below, I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.

Account Name/Fund Source _____
 Required Signature _____ Date: _____