

**Department of Ecology & Evolutionary Biology**

Expense Reimbursement Request Form (**attach original itemized receipts**)

KFS DOC # \_\_\_\_\_

ENT

DV

Rev July 2015

DATE: _____	PAYEE NAME: _____
KFS ACCOUNT #: _____	EMP ID # & EMAIL: _____
OBJECT CODE: _____	PHONE #: _____
PROJECT CODE: _____	PI/ LAB: _____

**SUPPLY EXPENSE: please attach original receipt**

PURCHASE DATE: _____	PURCHASE AMOUNT: _____
What was the purchase for? _____ _____	
Why was a Purchase Order Form not used? _____ _____	

**Payee Certification:** I certify that the expenses claimed were incurred by me for official University Business, and pursuant to [Purchasing Policy](#), I understand that this subject to audit and should have been paid by a PAL Card or a Purchase Order.  
Payee Signature \_\_\_\_\_

**BUSINESS / ENTERTAINMENT EXPENSE: (please attach an attendee list if more than 3)**

EVENT DATE: _____	AMOUNT: _____	# ATTENDEES: _____
HOST NAME: _____	LOCATION OF EVENT: _____	
Please check one of the following: BREAKFAST _____ LUNCH _____ DINNER _____ AM REFRESHMENT _____ PM REFRESHMENT _____		
EXPLAIN THE PURPOSE OF THE EVENT IN DETAIL: _____ _____		
WHY DID THE EVENT OCCUR DURING A MEALTIME (breakfast, lunch, dinner)? _____ _____		
IF RESEARCH FUNDS ARE BEING USED, HOW DOES THE EVENT BENEFIT THE PROJECT? _____ _____		

**TEM Host Certification:** I hereby certify that the above is a true statement of entertainment expenses incurred by me in accordance with the rules of the University of California, Irvine and that such entertainment was relative to official University business and not of the type an individual would undertake a person rather than official capacity.

HOST Signature \_\_\_\_\_ DATE: \_\_\_\_\_

PI/ Faculty Signature \_\_\_\_\_ DATE: \_\_\_\_\_