Department of Ecology & Evolutionary Biology
Expense Reimbursement Request Form (attach original itemized receipts)

KFS DOC # ______________________ ENT DV ______________________  Rev March 2018

DATE: ______________________ PAYEE NAME: ______________________
KFS ACCOUNT #: ______________________ EMAIL: ______________________
OBJECT CODE: ______________________ PHONE #: ______________________
PROJECT CODE: ______________________ PI/ LAB: ______________________
ORG REF ID: ______________________

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_____
EXPAIN 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: ______________________