**Department of Ecology & Evolutionary Biology**

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

<table>
<thead>
<tr>
<th>KFS DOC #</th>
<th>ENT</th>
<th>DV</th>
</tr>
</thead>
</table>

**DATE:** ____________________________  **PAYEE NAME:** __________________________________________________________

**KFS ACCOUNT #:** ____________________________  **EMAIL:** __________________________________________________________

**OBJECT CODE:** ____________________________  **PHONE #:** __________________________________________________________

**PROJECT CODE:** ____________________________  **PI/ LAB:** __________________________________________________________

**SUPPLY EXPENSE:** please attach original receipt

<table>
<thead>
<tr>
<th>PURCHASE DATE:</th>
<th>PURCHASE AMOUNT:</th>
</tr>
</thead>
</table>

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)*

<table>
<thead>
<tr>
<th>EVENT DATE:</th>
<th>AMOUNT:</th>
<th># ATTENDEES:</th>
</tr>
</thead>
</table>

**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:** ____________________________