

Department of Ecology & Evolutionary Biology

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

KFS DOC # _____

Date Received: _____

DATE: _____	PAYEE NAME: _____
KFS ACCOUNT # _____	EMPLOYEE ID: _____
PI/ LAB: _____	PHONE & EMAIL: _____

SUPPLY EXPENSE

Original receipt attached? _____	
PURCHASE DATE: _____	PURCHASE AMOUNT: _____
What was the purchase for? _____	

Why was a Purchase Order Form not used? _____	

BUSINESS / ENTERTAINMENT EXPENSE (attach an attendee list if more than 5 attendees)

EVENT DATE: _____	AMOUNT: _____	# ATTENDEES (list names): _____
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? _____		

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 PAL Card or a Purchase Order.

PAYEE Signature _____ DATE: _____

PI Signature _____