

REIMBURSEMENT REQUEST

Directions: Submit completed form to Helen (Hong) Sze in the Purchasing and Accounting Office. Reimbursements to post-docs, students and staff require supervisor approval.

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|-------------------------------|--|-------------------|
| Requestor: | | Date: |
| Budget/Project to be charged: | | |
| Supervisor approval: | | |
| Purchased from: | | Date of Purchase: |
| Purpose: | | |
| VENDOR/ Items Purchased: | | AMOUNT: |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| TOTAL REIMBURSEMENT AMOUNT: | | |

Receipts: The University of Washington requires original itemized receipts for all reimbursements. When original receipts are not available or are damaged please contact Helen (Hong) Sze. You may attach more than one receipt.

Note: For meal reimbursements, please include the names of those attending the event in the purpose section. Also, be sure you have followed the Department Hosting Policy.