

Expense Reimbursement Form

Payee Name: _____

Date: _____

UID: _____

Department: _____

Funding Source: _____

Total Amount Requested: _____

Residential Mailing Address: _____

Are you currently employed by UCLA? (If Yes, provide Department & title): _____

Expense Itemization (if more than one expense):

Expense	Amount

UCLA Business Justification for purchase:

Comments:

****Please fill this form out and submit to Joana Pelayo (S&P Office Coordinator) along with all necessary receipts and documentation.** Contact Joana Pelayo (jpelayo@humnet.ucla.edu), 310-825-1036 with any questions.

Please note that all receipts MUST be itemized AND show the type of payment used. For receipts smaller than 8 1/2" x 11", attach the receipt to a letter-size sheet of paper to prevent it from getting lost.

In general, reimbursements for tangible items (e.g., books, office supplies) should be considered a last resort. Instead, contact Melissa Jameró and Joana Pelayo, for the possibility of purchasing the items on your behalf, charged directly to departmental or your research funds, thus avoiding the reimbursement process. All purchases (either reimbursed to you or paid for directly by the department) are subject to UC purchasing policies, therefore reimbursement requests are not guaranteed approval.