



Psychology Reimbursement Request Form

Please submit this form and receipts to psych-travel@mx.uillinois.edu

Requester Name:

NetID:

Do you have an Emburse account?

Used for reimbursements and program advances

Business Purpose:

Who:

Attendees list on second page for meals

What:

Type of purchase - e.g. meal, catering

Where:

Location/restaurant

When:

Date and meal (breakfast, lunch, dinner)

Why:

Purpose of purchase - how did the expense support the mission of the University - e.g. discussing research, recruiting

If Why is similar, you can turn in one form for multiple items

Total Cost:

Should match receipt(s) - separate values with a comma if multiple receipts - e.g. \$25.99, \$13.34

CFOP:

Account Name:

Meals Only - Attendees:

Example:

<i>Affiliation</i>	<i># attendees</i>
<i>UIUC Faculty</i>	<i>3</i>
<i>UIUC Grad</i>	<i>1</i>
<i>U of Indiana (guest)</i>	<i>1</i>
<i>Total:</i>	<i>5</i>

Affiliation	# attendees
Total:	

All receipts should be itemized and show the payment method (e.g. Visa XXXX)

Cash purchases cannot exceed \$499 - breaking the purchase into smaller transactions is not allowed

Individuals should always request tax exemption - taxes will not be reimbursed

*Max tip on meals is 20% on the **subtotal***

Alcohol does not need to be on a separate receipt and still must be itemized

Notes: