

**PSYCHOLOGY DEPARTMENT
REIMBURSEMENT WORKSHEET**

Date: _____ **Net Id/Email Address:** _____

Name: _____ **UIN #:** _____

CFOP: _____

Account Title: _____

Complete description of item purchased, including justification/business purpose and where items will be located	Quantity	Unit Price	Amount
Total			\$

Attach original itemized receipts that include method of payment (e.g. last 4 of credit card used, “cash”, etc.). Note that cash purchases may not exceed \$499.00. See cash purchases policy on the campus Business and Finance website: <https://www.busfin.uillinois.edu/bfpp/section-7-purchasing/section-7-4/> “Stringing”, making successive small purchases or payments, to bypass the \$499 limitation is not permitted.

Individuals making cash purchases for approved business purposes should present a copy of the UofI System's [State of IL Sales Tax Exempt Letter](#) to the merchant and request that sales tax not be charged. The UofI system reserves the right to deduct the amount of sales tax paid when reimbursing individuals for cash purchases.

Meal reimbursements: Include the number of attendees and the affiliation of all in attendance (employees, students, visitors, collaborators, etc.) along with the business purpose of the business meal. **Alcohol does not need to be on a separate receipt, but an itemized receipt must be provided.**

Email completed form to psych-travel@mx.uillinois.edu (all travel and miscellaneous reimbursement requests can be routed to this email address). If dropping off a physical form for processing, please see Brenda Reinhold in 327.