

## H&SS BUSINESS EXPENSE REIMBURSEMENT REQUEST

### INSTRUCTIONS

1. Complete all relevant information.
2. Submit the request to the department preparer **within 30 days** of incurring the expense.
3. All **original, itemized receipts** must be attached to this request.

**NAME:** \_\_\_\_\_

**CHARGE TO:** \_\_\_\_\_

### BUSINESS MEALS

*H&SS Policy Statement:* Business meals should not exceed \$75 per person, including tax and tip, for 2 - 5 guests. For groups > 5 the total cost should not exceed \$375. If your department head approved an exception to this limit prior to the meal, please attach that correspondence. Otherwise, the department head must approve by signing below.

Department Head \_\_\_\_\_

**PURPOSE** (Please circle category and describe below.)

For groups of 5 or less, provide names and affiliation of attendees. For 6+, provide the headcount and affiliations.

*Guest Speaker    Recruitment    Special Event    Professional Collaboration*

List expenses below and attach **itemized** checks along w/ credit card receipts. **Identify alcohol on the check.**

DATE	DESCRIPTION	AMOUNT

### GENERAL EXPENSES

List expenses below, including purpose of items, and attach **itemized** receipts.

DATE	DESCRIPTION AND PURPOSE	AMOUNT

### REQUESTOR'S SIGNATURE

To the best of my knowledge, this request complies with the University Business and Travel Expense Policy. The expenses are actual costs with a valid professional purpose and do not include any personal expenses.

\_\_\_\_\_  
Requestor's signature

\_\_\_\_\_  
Date