

ISSA UCB General Reimbursement Request Form

NOT FOR: MEALS, EVENTS, ENTERTAINMENT, OR TRAVEL

Revised for Campus Shared Services · February 2014

Name: _____ Department: _____

Item(s) purchased: _____
e.g., books, computer, etc.

Business Purpose(s): _____
e.g., research, conference, etc.

Amount of Reimbursement Requested: \$ _____ Receipts attached (*Proof of payment required. Please paperclip or staple all receipts, credit card or bank statements securely to this form.*)

Funds to be charged (if known): _____

CERTIFICATION: By signing below, I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75 or more, as required by University policy.

Signature: _____ Date: _____

Please return this form and all receipts to:

Elizabeth LaVarge-Baptista · ISSA, UC Berkeley · 6303 Dwinelle Hall · Berkeley, CA 94720-2979

DO NOT USE THIS FORM TO REQUEST REIMBURSEMENT FOR MEALS, EVENTS, ENTERTAINMENT, OR TRAVEL. PLEASE USE THE TRAVEL OR ENTERTAINMENT FORM.

PLEASE COMBINE & TOTAL MULTIPLE PURCHASES ONTO THIS SINGLE FORM. SEPARATE FORMS ARE NOT REQUIRED FOR MULTIPLE PURCHASES.

Office use only:

Chartstring: 1- _____ - _____ - _____ - _____ - _____ - _____
account fund dept ID prg CF1 CF2

Chartstring name: _____ **Total Reimbursement Amount: \$** _____

Department approval signature: _____ Date: _____

Additional approval signature (if applicable): _____ Date: _____

Preparer initials: _____ Submitted to CSS date: _____ REQ #: _____

Comments: