

INSTRUCTIONS ON COMPLETING THE REIMBURSEMENT REQUEST FORM

This form should be used to request reimbursement for miscellaneous supplies and general expenses. ***Do not*** use this form for Travel or Entertainment expenses, to request payment for honoraria, or to place an order for an item; there are specific forms for these types of costs. It is always good practice to contact Holly Le (holly@berkeley.edu) to determine whether a cost is reimbursable ***prior*** to purchasing anything. The university has restrictions against certain types of purchases, which may not be reimbursable.

All reimbursements must be accompanied by an original receipt. Tape (do not staple) your receipt to a white sheet of 8.5x11 paper (the back of scratch paper is fine).

Request Date: Enter today's date.

Payee Name: Provide the name of the individual who should receive reimbursement.

Payee Phone: Enter the phone number of the individual receiving reimbursement.

Payee E-mail: Enter the e-mail address of the individual receiving reimbursement.

Type of Expense to be Reimbursed: Select the type of purchase requiring reimbursement. If none of the available expense types are appropriate, select "Other" and describe the purchase. Note, however, that if you have not confirmed that this is a reimbursable cost, your reimbursement may not be able to be processed.

Business Purpose of Item(s) to be Purchased: Provide a brief statement on the business purpose of the item(s) purchased.

In the table, provide the information requested: **description of item(s) purchased**, and **total cost**. Items do not need to be listed individually, but may be grouped according to type (e.g., Books, Copies, etc.). The total reimbursement amount will be calculated automatically.

Account Name/Fund Source: Provide the account name or funding source (e.g., COR Enabling grant) to be charged.

Approval Signature: The principal investigator (PI) or "owner" of the funding source must sign in this field, authorizing the reimbursement to be charged against this account.

Return completed form and supporting documentation to: Holly Le

Department of Sociology
410 Barrows Hall, MC1980
Berkeley, CA 94720-1980

