WORKSHEET FOR REIMBURSEMENT
OF EXPENSES OTHER THAN TRAVEL

PLEASE TYPE IN OR PRINT LEGIBLY AND SUBMIT THIS FORM WITH RECEIPTS TO THE FISCAL OFFICE (Rm 117).

NAME:	EMPLID:
OFFICE PHONE #:	To find EMPLID, log in to OMNI and click on View Paycheck on left navigation bar. Employee ID is listed under your name
HOME ADDRESS WITH ZIPCODE (Home Address Is Required --NOT Office Address):	
PROJECT TO BE CHARGED:	
PURPOSE: ATTACH ANNOUNCEMENT IF AVAILABLE (Examples: For Structural Biology Seminar Series,MOB, Startup, Etc.):	

DESCRIPTION OF PURCHASE/RECEIPT (Examples: Entertainment Expenses, Book, Office Supply, Computer Part, Etc.	**AMOUNT**	**IF APPLICABLE: LIST ALL PARTICIPANTS (First and Last Names)**
TOTAL		

FOR OFFICE USE

APPROVAL/AUTHORIZATION: (if for Structural Biology Seminar, MOB, etc.)

INITIALS:	DATE: