

## 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 \_\_\_\_\_