Clear Form

UNIVERSITY OF ALASKA ANCHORAGE
EMPLOYEE REIMBURSEMENT REQUEST

INSTRUCTIONS: Complete all fields. Attach the original receipt(s), and a completed and approved Representational / Non–Representation / Foundation Expenditures form if the reimbursement is for a 3008/4008/8115 expense. Do NOT enter a requisition in Banner. Forward to Accounts Payable for direct payment. **–Please note: this form cannot be used for travel reimbursement.**

Name of UAA employee: _____

ID# _____

Description of purchase: _____

_____

_____

Vendor name:_____ Date of purchase:_____

Invoice/receipt number: _____

Original receipt must be attached.

Account(s) to be charged: _____ _____ _____ $_____
fund org acct amount

_____ _____ _____ $_____
fund org acct amount

_____
Signature of employee who made the purchase

_____
Signature of dean or director approving purchase/budget

Accounting Use Only