



REV. 08/ 2020

## PAYMENT REIMBURSEMENT FORM

OFFICE STAFF  
INITIAL

DOCUMENT DATE:	PHONE: <input type="checkbox"/> Cell <input type="checkbox"/> Home	EMPLOYEE ID#	NETID#	TOTAL OF ALL RECEIPTS:
PAYEE NAME:			UNIVERSITY TITLE:	
ADDRESS:		CITY:	US STATE OR FOREIGN COUNTRY (TYPE IN BOX):	<input type="checkbox"/> US ZIP <input type="checkbox"/> FOREIGN POSTAL CODE
DATE OF TRAVEL:	DATE OF EVENT:	DESTINATION:		
CONFERENCE: <input type="checkbox"/> PRESENTATION <input type="checkbox"/> ATTENDANCE ONLY CONFERENCE TITLE:			RESEARCH <input type="checkbox"/> PUBLISHING <input type="checkbox"/> OTHER <input type="checkbox"/>	USE THE SUMMARY BOX TO GIVE DETAILS, ESPECIALLY FOR RESTRICTED FUNDS, SO THAT WE CAN PROPERLY FILL OUT UNIVERSITY REQUIRED INFORMATION WHEN PROCESSING YOUR REIMBURSEMENT. THIS ALSO HELPS US KEEP TRACK OF FUNDS IF YOU REQUEST AN ACCOUNT STATUS OR REVIEW OF YOUR REIMBURSEMENTS FOR THE FISCAL YEAR.
<b>SUMMARY REASON FOR REIMBURSEMENT:</b>				
<b>LIST RECEIPT INFORMATION:</b>				
RECEIPT #	TRANS. DATE	COMPANY	Total	
<b>REIMBURSEMENT SOURCE:</b>				
FOR AWARD AND GRANT REIMBURSEMENTS, YOU MUST ATTACH THE LETTER TO THIS FORM FOR SUBMISSION. FOR DEPARTMENT REIMBURSEMENT, SELECT "OTHER" AND WRITE LCL ON THE LINE AND ATTACH DEPARTMENT HEAD APPROVAL DOCUMENT. <u>ANY REIMBURSEMENT WITHOUT SUPPORTING DOCUMENTS WILL BE REJECTED.</u>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> AAUP  OVPR  PERSONAL RESEARCH ACCOUNT  OTHER _____  I AM A GRADUATE STUDENT </div> <div style="width: 55%;"> KFS number _____  KFS number _____ </div> </div>				
<b>AUTHORIZED SIGNATURE:</b>				
AUTHORIZED SIGNATURE / APPROVAL			DATE:	
<b>OFFICE USE ONLY:</b>				
DATE RECEIVED	DATE SUBMITTED KFS	OTHER NOTES:		
OFFICE STAFF: INITIAL BOX AT TOP OF FORM WHEN COMPLETED.				