

## Expense Reimbursement Form

Payee Name: \_\_\_\_\_

Date: \_\_\_\_\_

UID: \_\_\_\_\_

Department: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Residential Mailing Address: \_\_\_\_\_

Are you currently employed by UCLA? (If Yes, provide Department & title): \_\_\_\_\_

Expense Itemization (if more than one expense):

Expense	Amount

UCLA Business Justification for purchase:

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Comments:

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**\*\*Please fill this form out and submit to Laura Cesareo (S&P Office Coordinator) along with all necessary receipts and documentation.** Contact Laura Cesareo ([lcesareo@humnet.ucla.edu](mailto:lcesareo@humnet.ucla.edu)), with any questions.

*Please note that all receipts MUST be itemized AND show the type of payment used. For receipts smaller than 8 1/2" x 11", attach the receipt to a letter-size sheet of paper to prevent it from getting lost.*

**In general, reimbursements for tangible items (e.g., books, office supplies) should be considered a last resort. Instead, contact Henry Hernandez or Laura Cesareo, for the possibility of purchasing the items on your behalf, charged directly to departmental or your research funds, thus avoiding the reimbursement process. All purchases (either reimbursed to you or paid for directly by the department) are subject to UC purchasing policies, therefore reimbursement requests are not guaranteed approval.**