

# Reimbursement Request

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

\*Requested By: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PI Signature if not approved to spend on award (e-mail attached will work also): \_\_\_\_\_

If applicable, UC Vehicle # purchase was made for: \_\_\_\_\_

*Project Code	*Amount	*Supplier	*List of items purchased and how they pertain to research
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
*Total		\$ _____	

\*Statement why purchase was made without using a UC Purchase order or Purchase order with FlexCard:

\_\_\_\_\_  
\_\_\_\_\_

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy.

Payee's Signature: \_\_\_\_\_  
(Person Incurring Expense)

## REIMBURSEMENT INSTRUCTIONS

1. Legibly write your name, project code, date, vendor name, prices, what was purchased and how it was used in your research. Also, include your mailing address if reimbursement is over \$150 so we can mail your check or confirm direct deposit details.
2. Receipts must be original. **SIGN EVERY RECEIPT**
3. Each receipt must show the total price paid, proof of payment, itemized list of items with cost.
  - a. If no proof of payment, submit a copy of your credit card statement or alternate receipt showing you paid the total due
  - b. If receipt is not itemized fill out a Declaration of Missing Evidence form found on the MSI website or e-mail [purchasing@msi.ucsb.edu](mailto:purchasing@msi.ucsb.edu)
4. Once you have all your documentation, PAPERCLIP (do not staple!) to this form and submit to MSI Purchasing
5. HAVE QUESTIONS?? E-mail [purchasing@msi.ucsb.edu](mailto:purchasing@msi.ucsb.edu)