

**Use for: Expense Reimbursements/Reports, Honorariums for Non-Employees,  
Awards to Students, Sports Officials, Advances for Group Student Travel,**

**DO NOT USE THIS FORM TO PAY EMPLOYEE FOR AWARDS, PRIZES, HONORARIUMS, OR GIFTS. OTHER PAYMENT TYPES NEED PRIOR APPROVAL -- CONTACT HR / PAYROLL FOR INSTRUCTIONS.**  
**USE THIS FORM TO PAY STUDENTS FOR WORK PERFORMED FOR EVENTS OR OTHER 1 TIME SERVICES AND AWARDS -- NOT TO BE USED FOR GIFTS AND PRIZES**

<b>PAYEE NAME:</b>		<b>TODAY'S DATE:</b>	
		<b>BANNER ID:</b>	
<b>EMPLOYEE/STUDENT/VENDOR (PLEASE DESIGNATE):      STUDENT</b>			
<b>PAYMENT BY CHECK OR DIRECT DEPOSIT:      DIRECT DEPOSIT</b>		Is Your Direct Deposit Info. Up-To-Date? <i>(Check Applicable Box)</i>	<b>Y      N</b>
<b>NAME OF STUDENT ORGANIZATION:</b>			
<b>TRIP DATES / DESTINATION (if applicable)</b>			

<b>Date of Purchase</b>	<b>Vendor Name</b> ( <i>if other than the payee; for mileage reimbursements - use destination/vendor name</i> )	<b>Description</b> ( <i>if mileage - # of miles x milage rate</i> )	<b>Business Purpose</b>	<b>Banner Index &amp; Account</b>	<b>TOTAL</b>
<b>NOTE:</b> Documentation to be provided includes original receipts along with copies of the original receipts,				<b>TOTAL \$</b>	-

**NOTE: Documentation to be provided includes original receipts along with copies of the original receipts, copies of e-mails, registration forms, flyers or other documentation to substantiate expense.**  
**The expenses shown above are accurate and true to the best of my knowledge.**

**Less Advances Received from OCU (if any)**

			<b><u>Due to OCU:</u></b>
<b>Print Name</b>	<b>Signature of Payee or Requester</b>	<b>Date</b>	<i>Unused Funds should be submitted to Student Accounts on Cash Transmittal Form - Copy of Cash Transmittal Form must be attached to this report.</i>
<b>Print Name</b>	<b>Signature of Approving Official</b>	<b>Date</b>	<b>Due to Claimant/Payment Requested</b>

Approval by Asst. Dean, Dean, or VP if needed (Payments over \$5,000 must have VP approval)		Date
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