

UNIVERSITY OF WASHINGTON

# REQUEST FOR REIMBURSEMENT

DEPARTMENT OF AERONAUTICS & ASTRONAUTICS

Business office use only

PC

XR

Received Date

Person Requesting Reimbursement:Phone:

Email address:

Budget NumberBudget Title:PCA CODE:999

Principal Investigator or Approved Signature:

Are you a UW employee? Yes No

If Yes: e-Reimbursements may not exceed \$3500 per individual item (exclusive of sales tax or shipping/handling fees) or \$3500 per petty cash request. Direct Deposit will be made within a week after the final approval.  
If No: Reimbursements may not exceed \$700 per individual item (exclusive of sales tax or shipping/handling fees) or \$1500 per petty cash check request. You will be notified when the reimbursement check is ready.

**ELIGIBLE PURCHASES**  
Petty cash may be used to purchase the following items needed to conduct official business:  
SUPPLIES, NON-PERSONAL SERVICES, AND REGISTRATION FEES.

**SUPPORTING DOCUMENTATION**  
Receipts MUST be in the form of an original invoice, sales slip, or cash register receipt. Receipts, including credit card receipts, must include the vendor name, description of item(s), and show that payment was made.

**INSTRUCTIONS FOR COMPLETING THE REQUEST FOR REIMBURSEMENT**

- Please be concise and write legibly to expedite payment.
1. Complete upper portion of form (person requesting reimbursement, including phone and UW email address; budget number and title, and approval signature).
  2. In the box below, list the business purpose of the expenditure(s). PLEASE NOTE: Your reimbursement cannot be processed without this information.
  3. List purchases (EACH NUMBERED LINE BELOW REPRESENTS ONE RECEIPT)
  4. Attach the original receipt(s) to the completed Request for Reimbursement (**Required**)
  5. Return completed paperwork to AERB120.

PURPOSE: (Required)

	DATE	DESCRIPTION	PURCHASED FROM	AMOUNT	BUS. OFC. USE	USE TAX	OBJ
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
TOTAL AMOUNT:							

SIGN AND DATE WHEN PICKING UP CHECK

CHECK #