

Misc. Expense Reimbursement Form (non-travel)

Questions: contact Yunling Man at yman@illinois.edu

Please fully complete this form, enclose **ORIGINAL RECEIPTS** and submit to:

Art + Design Business Services Center 138 A&D, MC-590

You will be notified when your Expense Report is ready for submission in TEM

Received: _____

For complete policy on Employee Cash Purchases go to: <https://www.obfs.uillinois.edu/purchases/ordering-payment-methods/cash-purchases/>

Name: _____ UIN: _____ Email: _____ UIUC Status: <input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Student-Employee CFOP: _____ Required Account Information: _____ Amount: % or \$ (1) _____ (2) _____	Purpose: Please provide a detailed reason for expense and benefit to the University _____ _____ _____ _____ _____ _____ _____ _____ _____
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Date of Purchase	Item Purchased	Cost	Comments / Notes
<small>Example:</small> April 15, 2017	Widgets	\$ 106.47	Purchased from hardware store over the weekend
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Other details or further explanation:

PI/Faculty Approval: