

WSB Reimbursement Request Form

Use this form to summarize expenses for reimbursement

Attach receipts and supporting documentation before submitting form to appropriate department personnel for processing

Name of person requesting reimbursement:

UW Business Purpose (spell out Acronyms)/Description:

Funding (check all that apply): State-Side WFAA (Foundation)

Full Funding String(s)/WFAA Account Number:

For Non-Travel & Hosted Meal Reimbursements:

*Itemized, paid receipts always required for reimbursement. Attach attendee list, if for a hosted meal reimbursement

Number of Attendees: Faculty/Staff Students Non-UW Attendees/Guests

Date of Expense: Type of Non-Travel Expense:

For Travel Reimbursements:

First Day of UW Business Travel, Date:

Conference start date, if different:

Last Day of UW Business Travel, Date:

Conference end date, if different:

*If actual departure/return date is more than one day outside UW Business Travel Dates, provide business justification (if applicable) and attach cost comparison (if not pre-paid/UW Paid):

Destination (if more than one, list all & dates in each) City, State, Country:

Check all expense types reimbursement is being requested for and/or were pre-paid/UW paid ("*" = for reimbursement, receipt required, supporting documentation, etc.). See expense types for requirements if pre-paid/UW paid:

Check if incurred	Check if also pre-paid/UW paid	Expense Type**	**If any portion of expense will be reimbursed through WFAA, itemized receipt is always required, regardless of amount (including individual meals)
		Airfare* (if pre-paid/UW paid, only amount paid & ticket number required)	
		Baggage* (receipt required if more than one bag checked, need business purpose for additional bag(s) & receipt if baggage fee over \$25)	
		Mileage* (point-to-point map required; city to city not applicable)	
		Rental Car*	
		Lodging* (if pre-paid/UW paid, number of nights, hotel name, and amount paid required)	
		Per Diems	
		Hosted Meals*	
		Taxi/Shuttle* (receipt required if over \$25)	
		Registration Fee* (if pre-paid/UW paid, amount paid & organization name required)	
		Parking* (receipt required if over \$25)	
		Other:	

Were meals provided (by a conference, meeting, etc.)? Yes No *If yes, attach supporting documentation for meals provided

Examples of Supporting Documentation (where applicable):

- Conference/Meeting Agenda
- Conference/Meeting Lodging List (if applicable)
- Point-to-point mileage map (if requesting mileage reimbursement)
- Cost Comparisons (when applicable)
- Other

Note: All expense reports **must** be submitted into workflow for processing **within 90 days** of the last day of business travel. Non-travel expense reimbursements **must** be submitted into workflow **within 90 days** of the expense date.

Additional Information/Comments: