

ENGINEERING REIMBURSEMENT REQUEST FORM 2.4.15

DATE: _____

UCD EMPLOYEE: Yes No

KERBEROS ID: _____

MAKE CHECK PAYABLE TO:

NOTE: Employees to make sure they're enrolled to have direct deposit (<http://accounting.ucdavis.edu/directdep.cfm>)

NAME: _____

DEPARTMENT: _____

ADDRESS: _____

DEPARTMENT CONTACT NAME: _____

CITY: _____

CONTACT PHONE NO.: _____

STATE: _____ ZIP: _____

CONTACT E-MAIL: _____

ACCOUNT(S) TO BE CHARGED:

ACCOUNT

AMOUNT

PI APPROVAL: _____

ACCOUNT MANAGER APPROVAL: _____

**EXPLANATION AND
BUSINESS PURPOSE FOR
ITEMS PURCHASED:**

*****ORIGINAL RECEIPTS REQUIRED FOR ALL REIMBURSEMENTS*****

| QUANTITY | ITEM DESCRIPTION | AMOUNT |
|----------|------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

*****\$499.99 PER DAY MAXIMUM REIMBURSEMENT*****

For office use only: KFS Doc No. _____ Date: _____ Initials: _____