

Bring this form to the **CASHIER'S OFFICE** for reimbursements of less than \$100. If \$100 or above, submit to **ACCOUNTS PAYABLE** in person or via interoffice mail. There is a limit of \$100 per day.

IN ALL CASES, PLEASE ATTACH ALL ORIGINAL RECEIPTS

Name	<input type="text"/>	Empl ID	<input type="text"/>
Dept	<input type="text"/>	Extn	<input type="text"/>
Addr	<input type="text"/>	City	<input type="text"/>
		Zip	<input type="text"/>

EXPENSE DESCRIPTION AND PEOPLESFT CHARTFIELD ALLOCATION

Expense & Biz Purp	<input type="text"/>							Total Amount	<input type="text" value="0"/>		
Acct	<input type="text"/>	Fund	<input type="text"/>	DeptID	<input type="text"/>	Prog	<input type="text"/>	Class	<input type="text"/>	Proj Grant	<input type="text"/>
Expense & Biz Purp	<input type="text"/>							Total Amount	<input type="text" value="0"/>		
Acct	<input type="text"/>	Fund	<input type="text"/>	DeptID	<input type="text"/>	Prog	<input type="text"/>	Class	<input type="text"/>	Proj Grant	<input type="text"/>
Expense & Biz Purp	<input type="text"/>							Total Amount	<input type="text" value="0"/>		
Acct	<input type="text"/>	Fund	<input type="text"/>	DeptID	<input type="text"/>	Prog	<input type="text"/>	Class	<input type="text"/>	Proj Grant	<input type="text"/>
Expense & Biz Purp	<input type="text"/>							Total Amount	<input type="text" value="0"/>		
Acct	<input type="text"/>	Fund	<input type="text"/>	DeptID	<input type="text"/>	Prog	<input type="text"/>	Class	<input type="text"/>	Proj Grant	<input type="text"/>

Expense & Biz Purp	<input type="text"/>						Total Amount	<input type="text" value="0"/>			
Acct	<input type="text"/>	Fund	<input type="text"/>	DeptID	<input type="text"/>	Prog	<input type="text"/>	Class	<input type="text"/>	Proj Grant	<input type="text"/>

TOTAL REIMBURSEMENT Grand
Total:

EMPLOYEE NAME
(PRINT): _____ DATE: _____

EMPLOYEE
SIGNATURE: _____ DATE: _____

BUDGET MANAGER
SIGNATURE: _____ DATE: _____

APPROVING
MANAGER/DESIGNEE: _____ DATE: _____

<http://condor.depaul.edu/~faffairs/procurement/forms/frmEmployeeReim.html>