

Geology & Geophysics Reimbursement Request (Non-Travel)

INSTRUCTIONS: (1) Fill out this form and secure PI/Professor signature. If you do not know the Project/Activity Name or Number, ask the PI/Professor. (2) Attach the receipt AND documentation of the item (screenshot of website, email invitation, etc.). (3) Email this completed, signed form along with the receipt and documentation to Thea.Hatfield@utah.edu.

Name check is to be made out to: _____ UNID: _____
Email: _____
UU Project or Activity Name: _____ Amount (Before Tax): _____
UU Project or Activity Number: _____ Tax: _____

Note: Tax is non-reimbursable, except for business meals for groups of 9 or less at the discretion of the Dean.

Reimbursement Type:

General/Non-meal Business Meal (If checked, please fill out the "Business Meal" section below.)

Description/Purpose of Reimbursement:

Business Meal: If reimbursement is for business meals, refreshments, recruiting, or entertainment expenses, you must list the names of attendees (if less than 10) or the name of the group and number in attendance, a detailed description of the business purpose of the meeting, and the dates of the function.

First Name:	Last Name:	Title:	Organization:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of Function: _____ Number of Attendees: _____

Description/Purpose of Meeting that included this Business Meal:

PI/Professor Approval:

Print Name (First and Last) Signature Title Date