

Request for Reimbursement Form

1. Attach original receipts. Receipts must be itemized and show payment received. This may require two receipts for one event (e.g. restaurant bill itemizing food items ordered & the credit card receipt showing payment). Make copies of all receipts for your records.
2. Reimbursements for food must be accompanied by: time, date, and place of event, business purpose of event, and a list of attendees and their affiliation to event.
3. **This form is not to be used for travel expenses.** Please use the Post-Travel Information Form for travel reimbursements.
4. University purchases are tax-exempt. Sales tax will not be reimbursed without prior approval.
5. Receipts submitted for reimbursement must be less than one year old.

Today's Date: _____

Name: _____

Signature: _____

Email: _____

OSU ID Number: _____

Items Purchased: _____

Business Purpose of Purchase: _____

Funding Source(s) for Reimbursement:

OSP Project(s)* _____ provide number(s) if known

Other* _____

*If charging to more than one funding source, provide breakdown of expense total across the funding sources:

*If you do not have primary responsibility for the funding source (e.g. you are not the Principal Investigator on the research project), you must obtain the following approval signature for this purchase prior to form submission.

Approval: I approve this purchase from the funding source listed above, of which I have responsibility:

Print Name

Signature

Date

***Submit form and all supporting documentation to Courtney White (courtney.white@osumc.edu, 793 BRT)**

-----OFFICE USE-----

ORG _____
PROJ _____

FUND _____
PROG _____

ACCT _____
USERDEF _____

Updated 11/08/2018