Reset

Portland State UNIVERSITY

PERSONAL REIMBURSEMENT REQUEST

BANNER INV NO:

Personal reimbursement request due to BAO no later than 60 days following the purchase

TYPE OF REIMBURSEMENT: Check one – do not combine funds

☐ PERSONAL FUND ☐ DEPARTMENTAL PETTY CASH

All information is REQUIRED and MUST be filled out COMPLETELY. Any missing information will result in a delay of reimbursement.

☐ PSU EMPLOYEE (FACULTY/STAFF) ☐ STUDENT ☐ OTHER

Name	P.S.U. I.D.#	Department
Address		Contact Name
City, State, Zip		University Address

DESCRIPTION OF EXPENDITURES

Date	Vendor Name, City, and State	Item Purchased	Amount
Please apply against an advance ☐		Total to be reimbursed	$0.00

BUSINESS PURPOSE REQUIRED: _____

I certify that the expenses itemized above have been incurred in the performance of my official duties, and that the charges therefore are just and that no part thereof has been heretofore paid.	Claimant's Signature	DATE
I certify that the expense itemized above has been reviewed by me and are accurate, allowable, and appropriate. It is within my budgetary authority to approve this expense report.	Departmental Approval Print Name & Title - **REQUIRED**	DATE

ITEM	INDEX	ACCOUNT	ACTIVITY	AMOUNT

Human Resources Use Only	Research and Strategic Partnerships Approval (if Grant)
Overtime Meals for _____ (date) Account Code- 28502 Earn Code- FPR Amount: $_____	_____ Signature Date _____ Print Name & Title - REQUIRED
BUDGET APPROVAL	BUSINESS OFFICE APPROVAL

INSTRUCTIONS

1. List expenditures alphabetically by vendor. For more than one purchase from a vendor, list in purchase date order, the oldest first.
2. Attach ORIGINAL receipt for each expenditure listed. Charge slips to personal charge accounts ARE NOT ACCEPTABLE.
3. The reimbursement request must be signed by the claimant and their P.S.U. I.D. number must be listed in the appropriate section.
4. Submit to Accounts Payable.
5. Payment will be issued to claimant unless it is applied to an advance.

Route to Accounts Payable (BO-SAS) for processing. Keep a copy for your department. (12/2011)