

Non-Travel Reimbursement

(updated 3/2021)

Instructions: Complete the following form and submit along with your receipts to coenvfa@uw.edu within 30 days of purchase for reimbursement. If you are seeking reimbursement for travel related expenses, use the Travel Reimbursement Request Form.

PAYEE INFORMATION

Name: _____ UWNetID: _____ Email: _____

Status (Check One): UW Employee UW Student Employee UW Student Non-UW Staff Candidate

Preferred Payment Method (Check One):

- Direct Deposit (enrolled employees)
 Pick up from _____
 Mail to Home Address

EXPENSE INFORMATION If food or beverage, please submit a completed [food form](#) (if budget is not food approved) and submit a list of attendee names. All receipts should be itemized to show what was purchased.

Business Purpose:

BUDGET INFORMATION

Budget Number: _____

Project Cost Accounting (PCA) Code: _____