

<p><b>Misc. Expense Reimbursement Form (non-travel)</b></p> <p>Please fully complete this form, attach <b>ORIGINAL RECEIPTS</b> and submit to:  Engineering Business Services Center 2250 DCL, MC-279  <i>You will be notified when your Expense Report is ready for submission in TEM</i>  Questions: contact <a href="mailto:EBSC-travel@illinois.edu">EBSC-travel@illinois.edu</a></p>		<p><b><i>For Office Use Only</i></b></p> <p><i>Date Received:</i></p> <p><i>ER #:</i></p>	
NAME:		PURPOSE: Please provide a detailed reason for expense <b>and</b> the benefit to UIUC	
UIN:			
Email:			
UIUC Status			
CFOP _____ % or \$			
CFOP _____ % or \$			
Date of Purchase	Item Purchased	Cost	Comments / Notes
Other details or further explanation:			PI/Faculty Approval:
<p><b>Compliance with Cash Purchases Policy</b></p> <p>The University policy requires that cash or cash equivalent purchases less than \$500 meet the following three requirements:</p> <ul style="list-style-type: none"> <li>• the unit head determines that the best interests of the unit and the university are served</li> <li>• a University of Illinois System contract is not available for the purchase</li> <li>• a Purchasing Card (P-Card) is not available or cannot be used to make the purchase.</li> </ul> <p><b><i>TEM expense reports that are submitted for a cash purchase reimbursement which do not address these requirements may be returned for additional information or rejected.</i></b></p>			
Department Head Approval:			

Jennifer Bernhard, Applied Research Institute Interim Director