

Misc. Expense Reimbursement Form (non-travel) Please fully complete this form, attach ORIGINAL RECEIPTS 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 EBSC-travel@illinois.edu		<i>For Office Use Only</i> <i>Date Received:</i> <i>ER #:</i>	
NAME:		PURPOSE: Please provide a detailed reason for expense and 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:
Compliance with Cash Purchases Policy The University policy requires that cash or cash equivalent purchases less than \$500 meet the following three requirements: <ul style="list-style-type: none"> the unit head determines that the best interests of the unit and the university are served a University of Illinois System contract is not available for the purchase a Purchasing Card (P-Card) is not available or cannot be used to make the purchase. <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>			
Department Head Approval:			

Rachel Switzky, Siebel Center for Design Director