

<p>Misc. Expense Reimbursement Form (non-travel)</p> <p>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</p>	<p><i>For Office Use Only</i></p> <p><i>Date Received:</i></p> <p><i>ER #:</i></p>
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NAME:	PURPOSE: Please provide a detailed reason for expense <i>and</i> 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:
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Compliance with Cash Purchases Policy

The University policy requires that cash or cash equivalent purchases less than \$500 meet the following three requirements:

- 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.

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.

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Department Head Approval:

Jed Taylor, TEC Executive Director