

MISCELLANEOUS REIMBURSEMENT
Must be accompanied by Justification Form.
(Do not handwrite. Attach original receipts)

Last Name: _____ First Name: _____

UIN: _____ email: _____

Please select one:
Faculty Staff Post Doc Graduate Student Undergraduate Student

Vendor: _____

Purchase date: _____

Item description	Quantity	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Detailed purpose of the purchase:

Total _____

PI's approval: _____ *Account: _____

***NOTE:** If you using Departmental funds/award (student research, faculty research, faculty professional development) then approval from Jennifer is required before submitting to Levell for processing.