

Non-Travel Expense Reimbursement Form



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INSTRUCTIONS: Fill out form and attach original receipts. If receipts are smaller than 8½ x 11, tape original receipts to a blank 8½ x 11 sheet of paper (one sided, no overlapping).

Date:

Name:

Budget Number:

PI:

Expense Description (Please address purpose for UW business):

*This form will NOT be processed if Expense Description is left blank.

Food or beverage? Yes No

Amount*:

Was sales tax paid? Yes No Item not taxable

Signature:

XR# (office use only)

For UW Policy & Procedure regarding reimbursements, please see:
<https://f2.washington.edu/fm/ps/how-to-pay/reimbursements>