



Non-Travel Reimbursement Form

UW Astronomy Department

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Name:
Date:
Budget Number:
Expense Description (<i>Please address purpose for UW Business</i>): *This form will NOT be processed if this section is left blank.
Amount:
Was sales tax paid? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Item not taxable
Purchaser signature:
PI/Budget approver signature:

Please note this form is for non-food purchases only. For food, beverages, and other refreshments, please use the food reimbursement form:



For UW Policy & Procedure regarding reimbursements, please see:

<https://finance.uw.edu/ps/how-to-pay/reimbursements>

