



UNIVERSITY of WASHINGTON | BOTHELL  
**SHARED SERVICES: Non-Travel Reimbursement REQUEST FORM**

~Note: For travel-related expenses, use eTravel Claim Form~

Purchaser: UW Employee  UW Student Employee  UW Student  Non-UW Employee

Name: \_\_\_\_\_ UW NetID: \_\_\_\_\_

Request Date: \_\_\_\_\_

Department: \_\_\_\_\_ UW Box: \_\_\_\_\_

**Non-UW Employees:** *Please provide contact information below for processing your reimbursement.*

Street: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Seattle-Area [Meal Per Diem](#) Rates Effective from**  
**Rates: Oct. 2022 – Sept. 2023**

Breakfast	\$19
Lunch	\$22
Dinner	\$38

**Reimbursement Requirements:**

- **Itemized receipts are required for all reimbursements. Receipts must include:**
  - Vendor Name
  - Description of purchase
  - Amount Paid
  - Date Paid
  - Signature
- **Food purchases:**
  - An approved Food Approval Form must be included (if purchase is not on a discretionary budget)
  - Include the business purpose of purchase
  - Attach a list of attendees (or invitees if, for example, it is a large event, such as W day)
- **Purchase of goods:**
  - Proof of delivery is required for reimbursement. Documentation can be a packing slip, an e-mail confirmation, or the purchaser's signature and date

Purchase Date	Expense Description	Business Purpose - Describe how purchase is work related and how UW is benefited by the purchase	Amount Paid	Was Sales Tax Paid?	Item has been received	Proof of Delivery Documentation(attach)	Worktags: Cost Center, Resource, Balancing Unit, Function, Fund; etc. (Grant, Gift, Program, if any)
<b>Total:</b>							

**Comments:**

Send completed form and receipts to the Unit Point Person

**EU GDPR Requirement:** Was the purchaser physically in the EU at the time this information was provided?

No, EU GDPR does not apply.

Yes, [EU GDPR Privacy Notice](#) has been provided by the Point Person.