UNIVERSITY of WASHINGTON | BOTHELL

SHARED SERVICES: NON-TRAVEL REIMBURSEMENT REQUEST FORM

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

Request Date: _____

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

Name: _____ UW NetID: _____

Department: _____ UW Box: _____

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

Street: _____ E-mail: _____

City: _____ State: _____ Phone: _____

Zip Code: _____ Country: _____

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.*

Reimbursement Requirements:

- **Itemized receipts are required for all reimbursements. Receipts must include:**
  - **Vendor Name**
  - **Description of purchase**
  - **Amount Paid**
  - **Date Paid**
  - **Signature**
- **Food purchases:**
  - **Meal Per Diem rates effective 10/1/24-9/30/25 Breakfast = $23.92; Lunch = $26.68; Dinner = $41.40**
  - **An approved Food Approval Form must be included for applicable reimbursements.**
  - **Discretionary funding required for alcohol, food over per diem, etc.**
  - **Grant/Gift funding: requires confirmation in comment section "Grant/Gift allows food purchases".**
  - **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, receipt, or delivery confirmation with purchaser's signature and date.**

Purchase Date	Expense Description	What is the UW business purpose of this purchase?	Amount Paid	**Worktags:** Cost Center, Resource, Balancing Unit, Fund, Function, etc. Include Grant, Gift, Program Worktags if applicable
		Total:	$ 0.00	

Comments:

Send completed form and receipts to the Unit Point Person