

**REIMBURSEMENT REQUEST FORM:
Non-Travel and Non-Entertainment**

Name: _____ University ID Number: _____
 Title: _____ *Currently Employed? (For Grad Student Only)* Yes No
 Email Address: _____ Purchased Date: _____
 Funding Source if known: _____
 Mailing Address: _____

Purpose of the Expense (enter a detailed description of how and where the item will be used):

Non-Reimbursable Expenses

- × **Permission/ Rights for Images**
*Submit a business justification and invoice for direct payment.
- × **Service (Proofreading, Computer Repairs, and any other services performed by an individual/consultant)**
*Submit invoice and a business justification for direct payment.
- × **Computer Hardware/ Printer**
*Contact History Department Computer Resource Center to purchase equipment from UCLA vendors.
- × **Hiring Students**
*Contact Personnel Coordinator.

Items Purchased For Research

***ITEMIZED RECEIPT WITH PROOF OF PAYMENT IS REQUIRED.**

Amount

- | | |
|---|-------|
| <input type="checkbox"/> Books | _____ |
| <input type="checkbox"/> Office Supplies | _____ |
| <input type="checkbox"/> Computing Supplies | _____ |
| <input type="checkbox"/> Copying Services | _____ |
| <input type="checkbox"/> Membership Fees | _____ |
| <input type="checkbox"/> Other _____ | _____ |

TOTAL COST: _____

I certify that the information on this form is accurate to the best of my knowledge, and that I will not claim reimbursement from any other source for these expenses.

Requester Signature: _____ Date: _____

PLEASE ATTACH LOOSE RECEIPTS IN CHRONOLOGICAL ORDER BY CATEGORY TO 8 1/2" X 11" PIECE OF PAPER WITH TAPE – DO *NOT* STAPLE.