



For office use FAU: _____ PO: _____ TR: _____ Date: _____ Amount: _____
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**UCLA Institute for Society and Genetics
Faculty and Staff Reimbursement/Payment Request**

Requestor's Name: _____

E-mail address: _____

Name/Type and Location of event attended:

Explanation of travel or non-travel expense(s):

Name or description of grant/funding (if known): _____

Total amount of expenses: _____

Requestor's Signature: _____ **Date:** _____

Department approval: (PI/Director/CAO) _____ **Date:** _____

- Please tape **ORIGINAL ITEMIZED** receipts, side-by-side, on 8 ½" x 11" sheets of paper, or electronically in PDF form with the completed form attached. Make sure any images are clear with form of payment displayed..
- Note: do not place tape over receipt information to avoid erasure of the information.
- Submit travel-related receipts separately from non-travel receipts (supplies, books, etc.)
- Entertainment: Food/meal receipts must also be dated, itemized, and include number of guests; attach the purpose of event and the name/university affiliation of each attendee.
- Other: Postage expenses cannot be reimbursed.
- Allow 3-4 weeks for payment processing.
- Questions can be directed to Nancy at nancy@socgen.ucla.edu or 310-267-4990.

**Institute for Society & Genetics
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Los Angeles, CA 90095-7221
Mail code: 722105 (for on-campus mailing only)**