



*For office use*

FAU: \_\_\_\_\_  
PO: \_\_\_\_\_  
TR: \_\_\_\_\_  
Date: \_\_\_\_\_ Amount: \_\_\_\_\_

### Reimbursement/Payment Request for Visitors

**Requestor's Name:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**US Citizen\*(Y/N):** \_\_\_\_\_ **California Resident (Y/N):** \_\_\_\_\_

\*If you are not a US Citizen, please complete the form for foreign visitors.

**Name/Type and Location of event attended:**

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Name 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 1/2" 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.
- All purchases over \$2500 require pre-approval.
- Allow 3-4 weeks for payment processing.
- Questions can be directed to **Nancy** at [nancy@socgen.ucla.edu](mailto:nancy@socgen.ucla.edu) or (310) 267-4990.