

# FSHN PERSONAL REIMBURSEMENT REQUEST - NOT TRAVEL RELATED

**This form is for a reimbursement that is *not* travel related.**

## Instructions:

- The following are examples of expenses that are NOT allowable for reimbursement.
  - IT Equipment: All IT equipment must be purchased using UF Procurement mechanisms to ensure all applicable UF IT standards are met.
  - Clothing
  - Contractual Services
  - Sales Tax: We are not able to reimburse for sales tax that would have been avoided if normal University purchasing processes had been followed. (Sales tax will be deducted from the reimbursements.)
- Attach all supporting documentation to this request form. An itemized receipt showing the breakdown of the goods paid, method of payment, and fees applied is required. Email form and back-up to [FSHN-Admin@ifas.ufl.edu](mailto:FSHN-Admin@ifas.ufl.edu).

Name:

UF ID:

Business Purpose:

Description of Purchase:

Benefit to State or Grant:

Other Comments / Information:

- Provide Faculty Name, if applicable.
- List attendees if this is a reimbursement for meals.
- If purpose was for an interview, then list name of interviewee.

*You can attach more than one reimbursement request to this form as long as the business purpose, benefit, and account to charge are the same for all expenses. Please be sure that the account to be charged allows alcohol. In most cases, we can only charge a Foundation account.*

Expense / Receipt # 1:

Vendor:

Expense Type:

Amount:

Check box if this expense includes alcohol

Expense / Receipt # 2:

Vendor:

Expense Type:

Amount:

Check box if this expense includes alcohol

Expense / Receipt # 3:

Vendor:

Expense Type:

Amount:

Check box if this expense includes alcohol

**TOTAL REIMBURSEMENT:**

Account to Charge:

---

Internal Office Use Below:

Posted to fiscal spreadsheets

Administrative Services Manager Signature