

**Request for eReimbursement**

Payee Information		Payment:
Name:	Date:	
Email:	UW Box:	
Phone:	Form Prepared by:	

Reimbursements for alcohol can only be made from the Chair's Discretionary Fund and must have **prior approval**. In accordance with UW purchasing regulations, reimbursements for meal expenses conducted for official UW Pathology business shall be subject to a per diem limit of \$19 for breakfasts, \$22 for lunches, and \$33 for dinners.

Business Purpose:

Budget	Task Code	Option Code	Project Code	Description of Items Purchased	Amount
Total					

**Food and Meeting-Related Expenses (Required)**

List of attendees:

**Fiscal Approval**

Faculty/Supervisor Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Required if requester does not have signature authority on budget)

Budget Manager Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit a completed request, including supporting documentation, to the appropriate Budget Manager: