

**UCI Libraries Business Office**  
**Miscellaneous Reimbursement/Payment Request Form**  
**(supplies, materials, honoraria, subscriptions, books, etc.)**

**DIRECTIONS:**

- 1) Documentation Required:  
**ORIGINAL RECEIPT(S)** - please tape all 4 sides of the receipt(s) to an 8.5 x 11 paper, with no loose edges. Do not highlight or tape over data on receipts.  
*Backup documents needed for Honoraria Payment Request*
- 2) Complete reimbursement form, filling in all fields.
- 3) Print, obtain dept. head signature, send form and receipts/backup documents to the Business Office.

**PAYEE NAME**

**PAYEE SIGNATURE** \_\_\_\_\_

**Please list and complete information for all transactions:**

Date of Transaction	Vendor, Item(s) purchased	Business Purpose	Amount to be Reimbursed/Paid

**Total Reimbursement/Payment Requested**

**Account and Fund:**

**Reimburse Corporate Card Amount**

**Reimburse Personal Funds Amount**

**Department Head Signature** \_\_\_\_\_