

## Department of Psychology Internal Reimbursement Request Form

This form should be used to request reimbursement for business-related purchases from the Department of Psychology. The form must be filled out in its entirety, with applicable original documentation attached. Incomplete forms will not be processed, and all paperwork will be returned to the requester. When complete, submit to the PSYC Business Office. Once the Business Office processes this request, the requester will be asked to sign an official University Disbursement Voucher cover sheet as required by campus and the state.

<b>Requestor Information:</b>			
First Name		Last Name	
Home Address			
Phone Number		Email Address	
KFS Account <sup>1</sup>		Account/Project Name	

<b>Reimbursement Information:</b>	
<p>Please state the business reason, explanation, and date(s) (if applicable) for the reimbursement request.</p>	

<b>Reimbursement Information:</b>			
#	Vendor or Merchant	Amount	Brief Description of Item
1.			
2.			
3.			
4.			
5.			
Total Reimbursement Requested			

<b>Required Documentation Check List:</b>	
	Completed W-9 Form, for initial reimbursement request. <i>If name or address has changed from prior reimbursement, include completed W-9 and second form of documentation reflecting the new name or address.</i>
	Original itemized receipt for each item clearly reflecting proof of payment by individual seeking reimbursement.
	Redacted billing statement (all pages) reflecting charge(s)

\_\_\_\_\_  
Requester Signature and Date

\_\_\_\_\_  
Funding Authorization Signature and Date  
<sup>1</sup>PI or Person who the funds belong to