

**UNIVERSITY OF KENTUCKY****Request for Employee Reimbursement and Invoice(Other than Travel Expenses)**

Employee / Account Information	Department Information
Name:	Dept. Name:
Address 1:	Contact Person:
Address 2:	Address 1:
City/State/Zip:	Address 2:
Business officer approval:	Phone #:
Account #:	Email:

Date of Expense	Please provide a detailed description of the business purpose of each expense, provide a complete explanation of why personal funds were used in lieu of the standard University procurement process (Procurement Card, Purchase Order or PRD) and attach an itemized receipt for each expense listed.	Amount
Total Reimbursement Amount		

I certify that the expenses listed above were incurred on behalf and exclusively for the benefits and business purpose of the University of Kentucky.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Approving Official \_\_\_\_\_

Date \_\_\_\_\_

To select the appropriate method for reimbursement, (SRM Requisition/Purchase Order or Payment Request Document) please refer to the Purchasing/AP Quick Reference Guide.

<http://www.uky.edu/Purchasing/docs/quickrefguide.pdf>

For Reimbursement by SAP/SRM Requisition/Purchase Order: Step 1.) Prepare a SRM Requisition. Step 2.) Complete a Vendor Invoice and Credit Memo Transmittal.

<http://www.uky.edu/eForms/forms/vendtrans-sap.pdf> (Attach this form and transmit to Accounts Payable.)

For Reimbursement by Payment Request Document (PRD) this form must be attached to the PRD as part of the supporting documentation.

<http://www.uky.edu/Purchasing/docs/quickrefguide.pdf>