**Concession Reimbursement Request**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Reimbursement Information:**

**(Full Name/ PID /HOME ADDRESS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Event Information:**

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**Employees Attended:**

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**Description:**

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**Justification:**

**Prohibited Item from P-Card, no petty Cash**

**Benefit to the University:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Reimbursement:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SDES ASST. VP Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SDES ASSOC. VP Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SDES Budget Administration Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Concessions Reimbursement Checklist**

Reimbursement/Payment Request Form:

1. Payee - Full name and address

a. If payee is a company, fill in Vender FEID#. An original W‐9 must be on file, if not please attach one to the invoice.

b. If payee is an employee/student fill in UCF ID (PID/Employee ID) only.

c. If payee is a department please provide departmental # and account # (type of purchase; classify nature of the transaction; <http://www.fa.ucf.edu/> )

2. Provide date form is being completed and name of preparer

3. Description

a. Who: those in attendance, name and affiliation to UCF; or if large group, the makeup of group; identify if staff, faculty, students, other.

b. What: provide name project/program/event and what was purchased

c. Where: location of meeting/event (physical address not needed, general location is fine)

d. When: date of meeting/event

e. Why: explanation of why this purchase was made

4. Provide date when items or services were received

5. Benefit to UCF/Business Purpose

a. Brief description of the exact event that happened

b. Detailed description of the benefit to UCF

Attached to the Reimbursement/Payment Request Form:

1. Paperwork related to the original purchase – see below:

• If requesting the pay the vendor directly:

- Original itemized invoice (taped to 8 ½ x 11 sheet of paper if not already this size)

- Faxes, copies, statements and quotes are not acceptable

• If requesting to reimburse an individual person:

- Original itemized receipt (taped to 8 ½ x 11 sheet of paper if not already this size)

- Faxes, copies, statements and quotes are not acceptable

- The receipt must clearly show a payment or zero balance. If it is not clear from the receipt a payment was made (Pizza receipts commonly do not show this) a proof of payment form or credit card statement must be included.

• If requesting to reimburse the department (purchase has already been made using department funds):

- Need all original documents to provide to F&A and an IDI will be completed by SDES Budget Office.

2. One copy of the flyer, agenda, or announcement of the project/program.

3. DataMart Screen Shot showing expense and cash.\*\*\*If reimbursing the department.