

Instructions for Non-Travel Expense Reimbursement/Payment Request Form
(Entertainment / Supplies and Materials / Other Reimbursements)

1. Complete UCI employee or non-employee section.
2. Choose an expense type:

Supplies and Materials: If any single receipt is over \$500 a justification memo should be attached. Any single purchase over \$500 will require Purchasing approval and additional time for processing. You may attach more than 1 receipt to a single reimbursement form.

NOTE: Whenever possible, contact Social Sciences Purchasing Office for assistance PRIOR to committing personal funds for purchases over \$500.

Memberships / Subscriptions: Reimbursement: Provide a copy of the membership or subscription form and the original receipt. Direct payment: Provide the original invoice.

Human Subjects: Choose advance payment, reimbursement, or clear advance category. See Policies and Procedures for additional details: <http://www.policies.uci.edu/adm/procs/700/701-03.html>.

*Advance payments will be made to the PI or the CO-PI only. Dollar amount should be limited to an amount that is expected to be used in 4 months. Payment(s) to a subject that is/are expected to total \$600 or more in a tax year must be made directly to the subject via a University check. Contact the business office for additional information.

*To clear an advance: Complete the Certification of Payment to Anonymous Subjects Form and submit it along with a new Reimbursement Form.

*Reimbursement for payments to human subjects: Prepare a reimbursement form and attach a completed Certification of Payment to Anonymous Subjects Form.

Honorarium: Payment may be requested for non UC employees only. (UC employees must be paid via the payroll system using a One Time Payment Form. Contact Social Sciences Personnel Office for assistance.) Include a copy of the offer letter and the flyer if available. Payment may be subject to 7% State of California withholding for non California residents earning more than \$1500 and up to 30% federal withholding for non resident aliens (see accounting manual section D-371-77 <http://www.ucop.edu/ucophome/policies/acctman/> and <http://www.policies.uci.edu/quickviews/honoraria.html>). Please contact the business office for additional information prior to the event.

Other / Misc. Use this area for payments that do not fall into one of the other categories.

Entertainment: Prepare a separate form for each entertainment event except if they're held on the same date, have the same payee name and the same invoice number. For example; an invoice for a 1 day retreat, held at a hotel could contain breakfast, morning break, lunch, afternoon break, and dinner, could be submitted using one form. Be sure to include the meeting agenda and the business purpose. Written justification is required for lunch meetings that are held when the attendees are all UCI employees. See Business and Finance Bulletin BUS 79: <http://www.ucop.edu/ucophome/policies/bfb/bfbbus.html>.

3. Amount Column: Enter an amount in U.S. dollars in the column next to the appropriate category.

4. Comments / Special Instructions: Use this area for additional information or instructions.

5. Total: Enter the total payment amount in U.S. dollars.

6. Reimburse Payee: Enter the amount to be directed to the payee.

7. Pay UCI Corporate Visa: Enter the amount that should be directed to U.S. Bank.

8. Expense Certification: Sign and date the form.

9. Funding: Enter the account and fund to be charged.

10. Approval Signature: Submit the completed form to your department for review and approval. Your department will forward the documents to the business office for processing and payment.

11. *Don't forget to securely tape the receipts to an 8 1/2 x 11 sheet of paper.*

12. Please call the business office if you have questions or need help.