DISBURSEMENT VOUCHER REIMBURSEMENT FORM
School of Social Sciences

PAYEE INFORMATION	
UCI Employee Name:	One-Time Payee Name:
UCI Email:	Email:
	Mailing Address
	City/State/Zip Code:
	**Non-employees will receive their reimbursement via paper check mailed to the address provided above.*

BUSINESS PURPOSE
Justification needs to include who, what, when, where, and why. **Example: Peter the Anteater renewed his Dropbox subscription for his Movement Project to share lab documents. He paid for himself as he's not a PALCard holder and the website required personal log-in information.**

SUMMARY OF EXPENSES		
Expense Type	**Instructions/Policy**	**Amount**
Agency Agreements and Contracts	Include the merchant invoice from the following: ASUCI, UCI Catering/Aramark, UCI Dining, University Club, UCI Alumni Association, UCI Foundation, Irvine Campus Housing Authority, The Hill UCI Bookstore	
Fees and Employee Tuition *Abstract fees, Fingerprinting Fees, Course Fees, Submission Fees, Processing (Article) Fees, etc.*	Itemized receipt, proof of payment, registration form	
Gifts and Non-Cash Awards *Employees & Non-Employees*	Itemized receipt, proof of payment or credit card statement and recipient name list with full names (first and last name). Gifts & non-cash awards to employees - must provide the employee ID number.	
Honoraria	Letter of invitation to the individual including the date of the event and honoraria dollar amount being offered, flyer of event	
Membership, Subscriptions, Renewals and Dues	Itemized receipt, proof of payment, explanation why PO wasn't submitted as PALCard is preferred method	
Non-Travel Registration *No travel expenses*	Itemized receipt, proof of payment, registration form, explanation why PO wasn't submitted as PALCard is preferred method	
Payment to Research Participants	Itemized receipt, proof of payment, copy of IRB, completed Certification of Payment to Anonymous Persons	
Prizes and Cash Awards *Non-Employees Only*	A copy of the award letter, or other supporting documentation, indicating the name of the award recipient, and the dollar amount of the award.	
Program Sponsorships, Donations	Letter, email or invoice from the organization requesting UC's support and a description of what UC will be supporting, Transmittal letter	
Supplies & Materials *No Food or Travel*	Itemized receipt, proof of payment, explanation why PO wasn't submitted as PALCard is preferred method	
Utilities, Freight, Postage, Storage Rental	Itemized receipt, proof of payment	
Other – *No supplies or materials*	Itemized receipt, proof of payment, detailed explanation required	
	TOTAL EXPENSES	$ 0

KFS Account #	Project Code	Org Ref ID	PI or Dept Manager Signature