

ANTHROPOLOGY REIMBURSEMENT FORM

Reimbursement requests cannot be processed without original **itemized** receipts which show the actual item(s) purchased and the amount paid. If you are missing a receipt, please go to <http://www.anth.ucsb.edu/resources/admin> and complete a Lost Receipt Form.

DATE: _____ ACCOUNT TO CHARGE: _____

AMOUNT: _____ PAYABLE TO: _____

MAILING ADDRESS: _____

DESCRIPTION AND PURPOSE OF EXPENSE(S):

| RECEIPT # (1,2, ETC.) | ITEM(S) | VENDOR | PURPOSE/PROJECT | AMT TO BE REIMBURSED |
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I certify that the above is a true statement, that the expenses claimed do not include alcohol and were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy.

Signature: _____

Print name: _____

For all Department forms, please see <http://www.anth.ucsb.edu/resources/admin>