



**EASTERN
OREGON
UNIVERSITY**

REIMBURSEMENT REQUEST

For Office Use Only

Banner Doc No: _____

Check:
 Mailed
 Cashier
 Direct Deposit
Use VP1 address

All information is **REQUIRED** and **MUST** be filled out **COMPLETELY**. Any missing information will result in a **delay** of reimbursement.

Name	EOU ID #	Department
Address (For Direct Deposit, please use active VP1 address)		Preparer's Name
City, State, Zip		Preparer's Phone Number

DESCRIPTION OF EXPENDITURES

Date	Vendor Name	Item(s) Purchased	Amount
Total to be reimbursed			

BUSINESS PURPOSE REQUIRED (Please be as specific as possible)

I certify that this claim is true and correct; that the expense(s) itemized above is necessary and in accordance with the budget allowance of the department and that no part thereof has been heretofore claimed or will be claimed from any other source. I understand that I will be responsible for repaying EOU in the event that any of these expenditures are double reimbursed, paid by another party, or if this reimbursement amount is otherwise improper or inaccurate.

Claimant's Signature	DATE
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I certify that the expense(s) itemized above has been reviewed by me and is accurate, allowable and appropriate. It is within my budgetary authority to approve this expense report.

Department Approval	Print Name & Title – REQUIRED	DATE	Cabinet Approval (When Required)	DATE
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ITEM	INDEX	ACCOUNT	ACTIVITY	AMOUNT

INSTRUCTIONS

- List expenditures by vendor.
- Attach ORIGINAL ITEMIZED receipt for each expenditure listed. Non-itemized credit/debit card receipts ARE NOT ACCEPTABLE.
- The claimant's EOU ID number must be included (Ex. G10123456 or 910123456). The use of the ID and not the SSN is encouraged for security reasons.
- The reimbursement request must be signed by the claimant and the Department Dean/Director/Vice President.
- Enter into FIS as a direct pay document and submit original form and receipts to Accounts Payable in Inlow Hall Room 208.
- Payment will be mailed to claimant unless requested to be picked up at the Cashier's Office in Inlow Hall Room 214.

THE OFFICE OF ACCOUNTS PAYABLE