

Employee Business Expense Reimbursement (Non-Travel)

Department ProCards should be the first option when a purchase needs to be made for the University. In the rare event that an employee must make a purchases out of pocket, this form should be utilized. One form per receipt is required. Combined expenditures will be returned.

- 1) Out-of-pocket reimbursements up to \$100, will be paid from Petty Cash. Please take this completed form, original itemized receipts and any other required forms for the purchase to Seawolf Service Center for reimbursement.
- 2) Out of pocket reimbursements above \$100 will be paid by check or EFT to the employee. Please submit completed form, original itemized receipts and any other required forms for the purchase to Accounts Payable for reimbursement.
- 3) To clear a Employee Business Expense Advance (EBEAR) attach copy of original request with original itemized receipts to Accounts Payable for reimbursement.
- ***If advance was in excess of actual expenses, repayment occurs at Seawolf Services.

Helpful Tips:

- *Reimbursement requests should be submitted within 30 days of purchase.
- *Tips on meals should not exceed 20%
- *The following items are prohibited through the Employee Business Expense Reimbursement: IT hardware and software, Travel related expenses and services of any kind.
- *Students should not be making purchases on behalf of the University.

Date of Receip	t:						
Name:							
Employee ID:							
Email:							
I am set up on Direct Deposit:			(For AP Direct Deposit: http://finance.sonoma.edu/accounts-payable/secure-upload)				
Please pay via	Check: Mailing						
Address:							
Address City/S	state/Zip:						
Business Unit:		Special Note: Please do not combine Business Units. Use one form per Business Unit					
Acct	Fund	Dept ID	Program	Class	Proj/Grant	Amount	
Less advance (enter as a					enter as a negative):		
			Ва	alance Due To / (C	Owed by) Employee:		
Expenditure/R	eimbursement D	escription:					
		* * *	Attach one or	riginal receipt	per form * * *		
Employee Signature			-			Date	
Approving Authority Signature			_			Date	