



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 purchase out of pocket, this form should be utilized. CONCUR can be utilized in lieu of the EBER form for SOCMP and SOSSE Business Units.

- 1) One EBER form per receipt required. Combined expenditures will be returned.
- 2) One Business Unit per receipt. Combined business units will be returned.
- 3) Please submit completed form, itemized receipts and any other required forms for the purchase to apinvoice@sonoma.edu.
Email subject-BUSINESS UNIT-(DATE OF RECEIPT)-(EMPLOYEE NAME)-EBER
- 4) 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.

*Some meal reimbursements (such as overtime) will be reported as taxable income. For questions, consult with Payroll and Benefits.

*Tips on meals must not exceed 20%. Any amount over 20% will not be reimbursed.

*The following items are prohibited through the Employee Business Expense Reimbursement: IT hardware and software, Travel related expenses, and services of any kind and invoices.

*Students should not be making purchases on behalf of the University.

Date of Receipt:

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/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 negative):

Balance Due To / (Owed by) Employee:

Expenditure/Reimbursement Description:

Employee Signature

Date

Approving Authority Signature

Date