

**EMPLOYEE
NON-TRAVEL
REIMBURSEMENT
TUTORIAL**

ECOSYSTEM SCIENCE AND SOCIETY

To begin, download the 'Employee Non-Travel Reimbursement Request' from the ECOSS website.

The expense date is the date on your receipt. If there are multiple receipts with different dates, list all dates separated by commas.

Fill in your name and employee ID (7-digit), then list the project name that the expenses were incurred for.

List the total amount of expenses in the amount line, then the vendor on the receipts. If there are multiple vendors, list them all separated by commas.

Describe the purpose for which the expenses were incurred. Try to be specific (e.g. don't just list 'supplies'). Lastly, check the boxes that correspond with the form of payment used and the type of receipt provided.

NOTE: itemized receipts must be provided in order to be reimbursed



EMPLOYEE NON-TRAVEL REIMBURSEMENT REQUEST

EXPENSE DATE:

EMPLOYEE NAME:

EMPLOYEE ID:

PROJECT NAME:

AMOUNT:

VENDOR:

PURPOSE:

Cash/Check: Credit Card:

Itemized receipt attached: CC receipt attached: