

Miscellaneous Expense Reimbursement Instructions

2020

Please fully complete this form, enclose ORIGINAL RECEIPTS and submit to: TBH-Business Service Center, 105 TBH, MC-614
Cash Purchase Policy: <https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-4>

1. **Questions**, please contact Jen Frank at jenfrank@uillinois.edu
2. **CFOPAL**. Please provide the CFOPAL you want to use to reimburse your miscellaneous expense(s)to. If there is more than one, please list it and tell what percentage or amount you want us to use from each Fund.
3. For the **Purpose** of Misc. Expense, please be specific and provide as many details as you can.
4. For **Expenses**, please list all expenses you purchased.

TBH-Business Service Center

611 E. Lorado Taft Drive | 105 Temple Buell Hall; MC-614
Champaign, IL 61820 | <https://faa.uillinois.edu/tbhbsc>

Miscellaneous Expense Reimbursement Form

Full Name: _____

UIUC Email: _____

UIUC Status, check one: Employee Student Student Employee

CFOPAL to use:

Chart	Fund	Organization	Program
1			

Purpose: Please provide a detailed reason for expense and benefit to the University, please supply Who, What, When, Where, & Why.

Purchases made with cash or non-University of Illinois System issued cash equivalents less than \$500 may be made if:

- ***the unit head determines that the best interests of the unit and the university are served;***
- ***a University of Illinois System contract is not available for the purchase; and,***
- ***a Purchasing Card (P-Card) is not available or cannot be used to make the purchase.***

Expenses

Date(s)	Description of Expense (list receipts individually)	Amount	Notes
	Total (attach additional sheets as needed)	\$	