

**REIMBURSEMENT/PURCHASE REQUEST FORM**  
**OFFICE OF MINORITY AFFAIRS, UNIVERSITY OF WASHINGTON**

This form needs to be completed for 1) all out-of state travel, 2) any travel exceeding 24 hours in duration, 3) all travel outside the continental USA, Alaska and British Columbia, AND 4) any purchase of supplies, equipment or services over \$500.

Units within the Division must complete this form and send to Enrique Morales, Assistant Vice President for Minority Affairs. The approved original will be returned to the traveler/purchaser for submission to the OMA Purchasing Office.

**TRAVEL**

**TRAVELER INFORMATION:**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**DESTINATION INFORMATION: Include location and name of conference/event**

Dates of Travel: \_\_\_\_\_

**PURPOSE OF TRIP AND HOW IT IS CENTRAL TO DIVISIONAL DEVELOPMENT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUDGET INFORMATION:**

Budget number to be charged: \_\_\_\_\_  
Estimated cost associated with the above described trip:  
Travel: \_\_\_\_\_ Per diem: \_\_\_\_\_ Lodging: \_\_\_\_\_ Misc.: \_\_\_\_\_ Registration: \_\_\_\_\_

**SUPPLIES OR EQUIPMENT (Over \$500)**

**HOW IS SUPPLY/EQUIPMENT CENTRAL TO DIVISIONAL DEVELOPMENT & GOALS?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUDGET INFORMATION:**

Budget number to be charged: \_\_\_\_\_ Cost of Item: \_\_\_\_\_

**SERVICES (Over \$500)**

**HOW IS SERVICE CENTRAL TO DIVISIONAL DEVELOPMENT & GOALS?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUDGET INFORMATION:**

Budget number to be charged: \_\_\_\_\_ Cost of Item: \_\_\_\_\_

**APPROVAL**

Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Asst. Vice President: \_\_\_\_\_ Date: \_\_\_\_\_