

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: _____