

Submit to:  
1111 N. Cherry Ave., Rm. 403  
Tucson, Arizona 85721  
PO Box 210109  
520-621-1127

For University of  
Arizona Foundation  
Use Only

**Employee Reimbursement Form**

Due Tuesday 9:00 a.m. of week timesheets are due  
Reimbursement will be included in paycheck the following week

Date:  
Prepared By:  
Email address:  
Phone:  
Reimbursement for UAF employee:

U of A Business-Related Purpose of Payment

[Empty box for U of A Business-Related Purpose of Payment]

Approved by:	Date:

UAF Account	UAF Project	Account Name	Amount
TOTAL...			

If you have multiple receipts, please attach spreadsheet

Deliver completed form to Financial Service Office, Room 403  
For questions contact Jacque Coulter, jacque@al.arizona.edu or 621-1127

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JRC

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CB