



REIMBURSEMENT

Not for travel

The Henry M. Jackson School of International Studies
University of Washington, Box 353650

PLEASE TYPE FORM

IMPORTANT: Original ITEMIZED receipts are required for all expense reimbursements. If you do not have an itemized receipt, you must complete, sign and attach a Perjury Statement (JSIS-82). Failure to follow these guidelines will result in delay of reimbursement.

For Business Office Use:

Reimbursement #: _____

Date: _____

Requested by: _____

UW faculty/staff

Program: _____

Phone: _____

Email: _____

ALCOHOL: Was alcohol purchased? Yes No

If alcohol was purchased, it can be reimbursed only by a 64-xxxx budget. Please complete a separate line for the alcohol amount (including tax).

Budget #: ____ – ____ PCA*: _____ Amount: \$ _____ Authorized Signature: _____

Budget #: ____ – ____ PCA*: _____ Amount: \$ _____ Authorized Signature: _____

Person to be reimbursed: _____
(legal name; no nicknames)

Email: _____

Person to be reimbursed is UW Employee UW Student OTHER *(If OTHER, specify)* _____

Address: _____
(Needed for individuals who are not UW employees)

City/State/Zip: _____

Business Purpose of Purchase: Item description, and what will the item be used for?

Is this reimbursement for a meal? YES NO *(If YES, also complete form JSIS-80)*

I certify or declare that the charges listed herein are for legitimate University of Washington business.

Signature: _____
(person to be reimbursed)

Submit form to: JSIS Accounts Payable, Thomson Hall 4th floor mailroom
This form shall not be reproduced by units other than the Jackson School without written permission.

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