

# Professional Expenses Reimbursement Request (not Travel or Entertainment)

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Please submit completed forms with receipts via email to  
langlit@ucdavis.edu within 21 days of purchase.

See back of form for guidance on allowable reimbursements.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Account(s) to be charged:

PER UCD POLICY 350-10 (<http://manuals.ucdavis.edu/PPM/350/350-10.htm>),  
COMBINED RECEIPTS MUST NOT EXCEED \$499.99.

Item(s) Purchased:

Reason(s) for Purchase (Business Purpose):

I understand that these expenditures must fall within university and fund guidelines in order to be reimbursed. Furthermore, by submitting this reimbursement request, I certify that I have not received external funding to cover the same expenses (no "double-dipping").

If you do not have an original, itemized receipt, please complete the declaration of missing receipt (within AggieExpense), understanding that your signature indicates full responsibility and accountability for the claimed expense.

Once form is submitted with receipts, the LL Business Office will process within 10 business days. Incomplete information will result in processing delays.

# Can I buy it and be reimbursed?\*



\*In all cases, this presumes that you have a valid business purpose and available funds