Out-of-Pocket

 **DEPARTMENT OF HISTORY**

 REIMBURSEMENT

NAME: TODAY’S DATE:

REASON FOR PURCHASE:

FUNDING SOURCE(S):

**REQUIRED DOCUMENTATION**

The following documentation is required for all out-of-pocket reimbursements.

[ ]  **ORIGINAL RECEIPT**

 The original receipt that shows proof of payment.

[ ]  **IF ITEM COULD HAVE BEEN PURCHASED THROUGH DEPARTMENT: EXCEPTION TO POLICY FORM**

Out-of-pocket purchases should go through the department whenever possible. An exception to policy form with an explanation is required if the item was otherwise available.

**MEALS ONLY**

[ ]  **LIST OF ALL ATTENDEES**

[ ]  **BUSINESS EXPLANATION FOR MEAL**

[ ]  **Did a Department Head, Director, Dean, or Provost attend?**

[ ] Yes – copy of the meal pre-approval form, submitted BEFORE the event.

[ ] No

[ ]  **Were the attendees all UConn affiliates (i.e. UConn faculty, staff, and students)?**

[ ] Yes – copy of the meal pre-approval form, submitted BEFORE the event.

[ ] No

[ ]  **PROOF OF EVENT**

 Documentation showing proof of the event associated with this meal.

 Ex: calendar item, email announcement, itinerary, poster