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