

Personal Charge Reimbursement Request

1. use this form when business expenses were paid with personal funds.
2. submit ONE FORM PER EVENT (interview, field experiment, lab supply purchase, etc.)
3. submit this form using the "submit" button at the bottom. It will be routed to ebioaccounting@colorado.edu.
4. scan and attach all documentation (receipts, hotel folios, etc.) that goes with this form to the email generated when "submit" button is pressed.

Name:

Phone:

**Specific
Event name:**

**\$ Total
requested:**

1. **Each receipt** for reimbursement has the **speedtype** for allocation written on it. Yes

2. The **approver**/ Lab Leader/ PI for the speedtype(s) being used to pay these expenses is:

Myself

Other (name)

**Description
of item(s):**

**Specific
Business
purpose(s):**

**Type of
purchase:** Field research supplies
Lab supplies
Business meal/ food purchase
Other

**Meal
purchase
ONLY:** List
Attendees.

**Other
pertinent
information**
you would like
us to know: