

EMPLOYEE REIMBURSEMENT REQUESTS:

Reimbursements can only be initiated with original receipts submitted by the purchaser/traveler. The requestor should print and complete the *Employee Reimbursement Request Form*, which must be **signed by the PI/Account Owner**, and submitted to PTR with original, itemized and paid receipts.

Receipts should be placed in a sealed envelope and the envelope stapled to the form. The completed package can then be mailed to or dropped off at the OC 221 inbox or BSW 364.

PTR TEAM CONTACT INFORMATION:

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PTR TEAM MANAGER:

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Employee Reimbursement Request Form

Account Number:		Payee Name:	
Payee E-mail Address:		Today's Date:	

PI/Account Owner:	Signature of PI/Account Owner:

Research Purpose:

(How the item will be used in research/teaching/lab or dept. operations)

Item Name/Number	Item Description	Quantity	Unit	@ Cost

Please place original receipts in an envelope with this completed form and deliver to OC 221 or BSW 364.

If you have any questions, please E-mail: cbc-ptrteam@email.arizona.edu

This form must be signed by the PI/Account owner in order to be processed.