

**REIMBURSEMENT FORM (Not travel related)**  
**Earth, Planetary, and Space Sciences**

**UCLA**

**\*Non-travel reimbursements are discouraged by the University, and the department purchasing resources should be used whenever possible (contact: [orders@epss.ucla.edu](mailto:orders@epss.ucla.edu)). Reimbursements over \$1,000 are not allowed.\***

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

UCLA ID# (UID): \_\_\_\_\_

E-mail: \_\_\_\_\_

**BUDGET/APPROVAL:**

Recharge ID/FAU: \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Approval Signature: \_\_\_\_\_

**\*ORIGINAL ITEMIZED RECEIPTS SHOWING PAYMENT METHOD ARE REQUIRED\***

**RESEARCH/CLASS SUPPLIES:**

*Please include a detailed justification of business purpose for all items requested*

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**LUNCH/DINNER MEETING (Speakers, Recruits, etc.)**

*UCLA policy limits amounts (per person) to: Breakfast \$27 / Lunch \$47/ Dinner \$81 / Refreshments \$19  
Special approval for exceeding max limits or including alcohol and/or spouses will be required.*

Purpose of meeting: \_\_\_\_\_

**\*Please list names of all attendees and their affiliation (separate sheets may be attached)**

1. Name: _____	Affiliation: _____
2. Name: _____	Affiliation: _____
3. Name: _____	Affiliation: _____
4. Name: _____	Affiliation: _____
5. Name: _____	Affiliation: _____
6. Name: _____	Affiliation: _____
7. Name: _____	Affiliation: _____
8. Name: _____	Affiliation: _____
9. Name: _____	Affiliation: _____
10. Name: _____	Affiliation: _____