Please fully complete this form, enclose ORIGINAL RECEIPTS and submit to: TBH-Business Service Center, 105 TBH, MC-614
Cash Purchase Policy: https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-4

1. **Questions**, please contact Jen Frank at jenfrank@illinois.edu
2. **CFOPAL**. Please provide the CFOPAL you want to use to reimburse your miscellaneous expense(s) to. If there is more than one, please list it and tell what percentage or amount you want us to use from each Fund.
3. For the **Purpose** of Misc. Expense, please be specific and provide as many details as you can.
4. For **Expenses**, please list all expenses you purchased.
## Miscellaneous Expense Reimbursement Form

**Full Name:** ________________________________  **UIUC Email:** ________________________________  

**UIUC Status, check one:**  
- Employee  
- Student  
- Student Employee  

**CFOPAL to use:**  
- Chart  
- Fund  
- Organization  
- Program  

### Purpose
Please provide a detailed reason for expense and benefit to the University, please supply Who, What, When, Where, & Why.

<table>
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<tr>
<th>Date(s)</th>
<th>Description of Expense (list receipts individually)</th>
<th>Amount</th>
<th>Notes</th>
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**Purchases made with cash or non-University of Illinois System issued cash equivalents less than $500 may be made if:**
- the unit head determines that the best interests of the unit and the university are served;
- a University of Illinois System contract is not available for the purchase; and,
- a Purchasing Card (P-Card) is not available or cannot be used to make the purchase.

**Total**  
(attach additional sheets as needed) $