



Non-Travel Reimbursement

Instructions: Complete the following form, attach your receipts, and send to atmadmin@uw.edu. If you are seeking reimbursement for a travel related expense, use the Travel Reimbursement Request Form.

PAYEE INFORMATION

Name: _____ UWNetID: _____ Email: _____

Status (Check One): UW Employee UW Student Employee UW Student Non-UW Staff Candidate

Preferred Payment Method (Check One):

Direct Deposit (enrolled employees)

Mail to Home Address _____

EXPENSE INFORMATION For events/outings, please submit a list of attendee names. All receipts should be itemized to show what was purchased.

Business Purpose:

BUDGET INFORMATION

Budget Number: _____