

## Instructions for Reimbursement

When possible, a FlexCard or purchase order should be used to make purchases. Reimbursement is an exception to the UC's policy. However, in instances where neither is available or appropriate (i.e. entertainment, travel, etc.), you can use a personal form of payment and get reimbursed.

To get reimbursed, please submit the following to the NRS Admin office:

- **For MISCELLANEOUS expenses (supplies, postage, etc.):**
  1. Completed [NRS Reimbursement Worksheet - MISCELLANEOUS](#)
    - Worksheet must include:
      - a. Vendor, description, total, and date of purchase
      - b. Project code to be charged
      - c. Your signature/certification
      - d. Your supervisor's signature/certification
  2. Original itemized receipts
    - Receipt should include:
      - a. Name of the merchant
      - b. Transaction date
      - c. Detailed description of what was purchased
      - d. Amount paid
      - e. Form of payment (i.e. credit card #, cash, personal check, etc.)
- **For ENTERTAINMENT expenses (food, drinks, decorations, etc.):**
  1. Completed [NRS Reimbursement Worksheet - ENTERTAINMENT](#)
    - Worksheet must include:
      - a. Vendor, description, total, and date of purchase
      - b. Project code to be charged
      - c. Description of the event (purpose, location, date, and type)
      - d. Your signature/certification
      - e. Your supervisor's signature/certification
  2. Original itemized receipts (should include the details listed above)
  3. A guest list for the event, including name and affiliation
- **For TRAVEL expenses (hotels, personal vehicle mileage, conference fees, meals while traveling, etc.):**
  1. Completed [NRS Travel Voucher Worksheet](#)
    - Worksheet must include:
      - a. Trip details (destination, dates, time of travel, and purpose)
      - b. Travel expenses summary (meals, lodging, etc.)
      - c. Your signature/certification
      - d. Your supervisor's signature/certification
      - e. Meal breakdown (if including meals for reimbursement)
  2. Original itemized receipts (should include the details listed above)

If the original receipt is lost or one was not provided, please fill out a [Declaration of Missing Evidence](#). You may also be asked to provide a credit card statement and/or a written statement confirming the nature of the expense.

**Reimbursement requests must be submitted within 60 days of the transaction date.**

If you have any questions please contact the NRS Admin office at (805) 893-4127 or alexa.johnson@ucsb.edu.