

CLUSTER FIVE
PROFESSIONAL EXPENSE REIMBURSEMENT REQUEST
NON-TRAVEL RELATED
NOT TO EXCEED \$499.00, PER PURCHASE
(PLEASE ATTACH ALL ORIGINAL ITEMIZED RECEIPTS)

NAME: _____

PURCHASE DATE: _____

CHART STRING: _____ REIMBURSEMENT AMT: _____

BUSINESS PURPOSE (BRIEFLY DESCRIBE HOW THE EXPENSE BENEFITS THE RESEARCH, INSTRUCTIONAL AND/OR OUTREACH MISSION OF THE UNIVERSITY):

PLEASE CONFIRM YOUR STATUS – UCD EMPLOYEE OR NON-EMPLOYEE:

UCD EMPLOYEE (INCLUDING STUDENT EMPLOYEES)

Access in Aggie Expense using UCD Kerberos ([HTTPS://US2.CONCURSOLUTIONS.COM/HOME.ASP](https://us2.concursolutions.com/home.asp))

NON-EMPLOYEE

Address: _____

Email: _____

EXPENSES: PLEASE LIST EXPENSES AND INCLUDE ALL ORIGINAL RECEIPTS FOR THE REIMBURSEMENT AMOUNTS

P.I. APPROVAL: _____ DATE: _____

Submit forms to:
Grad/Undergrad Groups: c5gradbusiness@ucdavis.edu
Agriculture & Resource Economics: arebusiness@ucdavis.edu
Human Ecology: hebusiness@ucdavis.edu
Environmental Science & Policy: espbusiness@ucdavis.edu
Landscape Architecture: ldabusiness@ucdavis.edu