

College of Science BSC

Expense Reimbursement Form – Non Travel

Complete this form for employee (faculty, staff, or student) non- travel related expense reimbursement. All sections with (*) asterisk must be fill out.

*Name of individual to be reimbursed:

*Department:

*Employee ID:

*Email:

*Description of expense to be reimbursed:

For academic conferences:

1. Conference Name – Date – Location – Fee:

2. Attendee Names:

Total cost:

*Cost Center/Project ID to charge expense (use split % if applies):

*Attach all receipts related to this expense to the email along with this form.

Notes/Remarks:

Submit request to:

MMI, NDRB, Neurosciences Institute, STCEID: cosbsc1@utsa.edu

Dean, Chemistry, CIDD, COS SSC, CRTS, Math, Physics & Astronomy: cosbsc2@utsa.edu

CAMEE, Computer Science, EPS, Integrative Biology: cosbsc3@utsa.edu

Remember to attach receipts and/or supporting documentation