



The University of Alabama at Birmingham

### Reimbursement Request Form

Name of individual or vendor being reimbursed \_\_\_\_\_

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Is purchase or event co-funded?            Yes            No            If yes, with who? \_\_\_\_\_

Account # Provided \_\_\_\_\_ Distribution % \_\_\_\_\_

If GBS student, in what GBS theme enrolled? \_\_\_\_\_

**Type of reimbursement**

- Lunch/Dinner                      Supplies                      Other
- Business Meeting                Alcohol                        Travel

**If lunch or business meeting, the following documentation must be attached.** (Check all that apply)

- Email/Flyer
- Sign-in Sheet/List of Attendees with UAB Affiliation
- Other

**How were items purchased?** (Check all that apply)

- Invoice
- Cash
- Credit/Debit

*\*If purchased with credit/debit card, the purchaser's name must be visible on the receipt. If not, a front and back copy of the original card must be attached to this form.*

Is receipt, invoice, and/or itinerary attached to this form?            Yes            No

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Financial Manager Review

\_\_\_\_\_  
Date Processed

\_\_\_\_\_  
PR #

*This form should be completed with attachments included for reimbursement of GBS funds and submitted to the GBS Finance Manager or Shelby 120. If you have any further questions, contact [grad-gbsfinance@uab.edu](mailto:grad-gbsfinance@uab.edu).*