

# Expense Reimbursement Form

Payee Name: \_\_\_\_\_

Payee last four digits of card: \_\_\_\_\_

Payee EID: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Account to charge: \_\_\_\_\_

Business Purpose:

Expenses:

Date	Description	Cost

Total Reimbursement:

**Don't forget to attach receipts**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Note:** Reimbursements usually take three to four weeks if everything is processed without any problems. You will not be reimbursed unless all UT Austin accounting requirements are met.