



# UVA PHYSICS Non-EMPLOYEE TRAVEL REIMBURSEMENT

1. Scan and e-mail your receipts with this completed form and return to Dawn Shifflett at [dbs5s@virginia.edu](mailto:dbs5s@virginia.edu).
2. **You must register as a UVA Vendor to receive payment.** You will receive an email invitation to register as a UVA Vendor.
3. If a receipt is missing, attach a missing receipt affidavit ([www.procurement.virginia.edu/forms/MissingReceiptAffidavit.pdf](http://www.procurement.virginia.edu/forms/MissingReceiptAffidavit.pdf)) or email providing details of the purchase and stating why the receipt is missing.
4. Reimbursement forms without proper documentation cannot be paid.
5. If you have any questions visit the UVA website at: [www.procurement.virginia.edu/pagevendors](http://www.procurement.virginia.edu/pagevendors), email at [prs-vend@virginia.edu](mailto:prs-vend@virginia.edu), or call 434-924-4212 - Select Option 1, and then Option 3.

**Complete this form with the same information as you registered on-line in step 2 above.**

**Required Fields**

<b>Payee Name</b> (non-employee traveler):					<b>Date:</b>	
<b>Mailing Address:</b>						
<b>Email Address:</b>				<b>Phone Number:</b>		
<b>Reason for Reimbursement:</b>						
<b>Expenses supported attached receipts or affidavit:</b>	<b>Transportation</b>	<b>Lodging</b>	<b>Meals</b>	<b>Other</b>	<b>Receipt Total</b>	
<b>Expenses without receipt (e.g. mileage @ 0.535, parking, tolls, tips / gratuities—explain below:</b>						
<b>Living allowance (will be paid as income – must use expenditure type “Living Allowance, Non-Stu” or “Living Allowance, NRA Non-Stu” ):</b>						
<b>Total amount of payment:</b>						
<b>Other Information:</b>						