

## Form Date: 1/25/06

Requests due within 30 days of expense. Processing after 60 days will be reported as taxable income.  
Food requires a yes/no statement regarding Alcohol. Alcohol costs must be identified.  
Dated original receipts are required OR a lost receipt form  
Non Reimbursable from government grants: Alcohol. Food (Exception is for meals incurred during travel for the traveler only.)  
Attach all receipts