

**URSC Reimbursement/Advance Form**

Name:	Regis ID#:
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**Hold with Cashier (Northwest Denver Campus)**   
  **Mail (address on file)**   
  **Direct Deposit (if set up)\*\*\***  
*\*\*\*This option must be set-up with Accounts Payable, the direct deposit process for reimbursement is different than the Payroll direct deposit process.*

**ORIGINAL RECEIPTS MUST BE ATTACHED**

**Students Only:** If a per diem is used, receipts for meals are not needed. If you received a travel advance and did not use all of the funds, please deposit the remaining funds with the Cashier and attach the receipt to this form before submitting to the Center for Scholarship and Research Engagement.

*Accounts Payable: Please charge to 10.000.500110.0000.XXXX - Center for Scholarship and Research Engagement must approve all reimbursements - X. 5078 (CSRE)*

Date:	Explain:	Object Code: (Determined by CSRE)	Total:

	<b>Total</b>	\$
	<b>Reimbursement Request</b>	

<b>URSC Recipient:</b>	<b>AP USE ONLY</b>
Print Name: _____ Date: _____	<b>AP TYPE:</b>
Signature: _____	<b>Date of Voucher:</b>
<b>Center for Scholarship and Research Engagement :</b>	<b>Due Date:</b>
Print Name: _____ Date: _____	<b>Voucher#:</b>
Signature: _____	