

## HOSTING REIMBURSEMENT REQUEST

Submit with receipts to [hphyaccounting@uoregon.edu](mailto:hphyaccounting@uoregon.edu)

<b>TODAY'S DATE:</b>	
<b>NAME:</b>	
<b>UO ID # (or SSN):</b>	
<b>HOME ADDRESS:</b>	
<b>Index or Grant:</b>	
<b>APPROVAL:</b>	

Receipt Date	Vendor	Hosting Description	Attendees

	Food Subtotal	\$	
Amount to Subtract (i.e. alcohol or meals for unreimbursable attendees)	\$ -		
15% Gratuity on reimburseable amount	\$		

**TOTAL AMOUNT REQUESTED: \$**

**NOTES REGARDING RECEIPTS:**

- \*Original receipts are required for all requests - ALL RECEIPTS MUST BE ITEMIZED  
     (Credit card receipts are not itemized.)
- \*Reimbursement for warrantied items are not allowed.
- \*Reimbursement for alcoholic beverages is not allowed on state indexes - indicate any alcohol on the receipt.
- \*When hosting meals for groups or guests, gratuity up to 15% is allowed when included on the itemized receipt.