





INSTRUCTIONS

**Payee info:** This is the name and address of the person or organization that we will be paying. We need the contact information so that we can complete the transaction with that person or vendor. If payee is a student, we need their 95#.

**Event:** If the transaction was for an event, (workshop, competition, conference, meeting, etc...) put the name of the event here.

**Location:** If the transaction was for an event, (workshop, competition, conference, meeting, etc...) document where the event was held. Address, Building, and room number.

**Dates:** If the transaction was for an event, (workshop, competition, conference, meeting, etc...) what date was the event?

**Funding Source:** What account will this expense be paid out of.

**Expense box:** As you are outlining your expenses, please include what dates the expense happened on, the description of the expense, and the amount. The amount should be totaled up.

THINGS TO BE AWARE OF

1) **Business Purpose:** Business purpose is required for anything paid directly or reimbursed from UO funds, no exceptions. The business purpose must be clearly identified and precise. **Who, What, Why, When and how the expense benefits the school needs to be answered.**

2) **Receipts:** Original receipts are required for all expenses that you incur. These receipts must be itemized and there must be a proof of payment.

3) **Travel:** Travel related transactions have to conform to the policies and procedures set forth by the university. Information on travel can be found on the business affairs website. <https://ba.uoregon.edu/content/travel-reimbursement>

4) Any direct bill (UO bookstore, etc.) paperwork (invoices, receipts, packing slips, confirmations) you receive must be forwarded to the business office. Vendors often don't give us a separate copy.

5) Do not sign anything on behalf of the UO. This includes agreements; estimates, orders or any other paperwork a vendor gives you.

**Please feel free to contact me with any questions!**

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