NORTHWESTERN UNIVERSITY
NON-TRAVEL/NON-ENTERTAINMENT EXPENSE REPORT

***USE** this form for processing miscellaneous reimbursement expenses OVER $50.00. Request petty cash for expenses under $50.00.*

***DO NOT** use this form for meals, hotels or seminar speaker expenses. Meals, hotels, seminar speaker, and travel related expenses are processed on a Travel & Entertainment Form.*

PD# _____

NAME _____ **SOC. SEC. #** _____

SCHOOL/DEPT **WCAS/Life Sciences** **CUFS Account** _____

DATE	DESCRIPTION AND PURPOSE (ATTACH ORIGINAL RECEIPTS FOR ALL ITEMS	Object Code	AMOUNT
		Total Due	$ 0.00

CERTIFICATION

I certify that this accounting is correct, to the best of my knowledge, that I have paid out the amounts listed and I have not received previous reimbursements for them.

_____
Purchaser **Date**

APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

_____
Supervisor or Chairperson **Date**