

**UCLA Department of Philosophy  
Graduate Student Non-Travel Research Funding Request Form**

Requester: \_\_\_\_\_

Reimbursement

Date: \_\_\_\_\_

Purchase

Date Needed By: \_\_\_\_\_

	Vendor	Purchase Description	Amount	Payment Method* (for reimbursement only)
1				
2				
3				

Business Justification: \_\_\_\_\_

- If you need to make a purchase, please consult with staff one week before the purchase needs to be made to determine if it can be made using a purchase order.
- A \$1,000 limit has been established for reimbursements for purchases other than travel, entertainment, conference registrations, tuition reimbursement and maintaining professional credentials. If you must make a business purchase with personal funds, please be sure the cost is under \$1,000. *Any purchases made with personal funds that exceed the \$1,000 limit run the risk of not being reimbursed.*
- UCLA will not reimburse the purchase of services. Examples of service payments are payments to another person for editing, copyediting, photography, etc. Service payments must be made by the university directly to the person providing services. Please consult with staff for more information on service payments.
- For reimbursements attach original itemized receipts showing method of payment. If method of payment is not shown, please attach bank or credit card statements or cancelled checks showing the expense.
- Research purchase over \$300 need approval of the Graduate Advisors. Please have them sign below or attach email approval.

**FOR REIMBURSEMENT REQUESTS PLEASE SIGN BELOW**

I certify that the above is a true statement, that the expenses claimed were incurred by me on official university business, on the dates shown, and that I have attached original receipts as required by UC policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Advisor Signature

\_\_\_\_\_  
Date