

Reimbursements

The image shows a screenshot of a web application menu titled "Payment Services Forms". The menu items are listed in blue text on a white background. Two items are circled in red: "PTA Payment Request" at the top and "Employee Reimbursement Request" further down. To the right of the menu, two red arrows point from text descriptions to the circled items. The menu items are: "PTA Payment Request", "PTA Petty Cash Replenishment Request", "PTA Wire Transfer Request", "GL & Mixed GL/PTA Payment Request", "JPL Wire Request", "Employee Reimbursement Request", "Design & Construction Retention Request", and "Request to Add or Update Supplier".

Form used for reimbursements types listed on the Payment Request Usage List. This form replaces the old "Payment Request Paper Form"

Form used to reimbursement Post-Doc's, Grad Students, Faculty, and Staff, for reimbursements not listed on the Payment Request Usage Form, and reimbursement not travel related.
Examples: Tools purchased at Home Depot for the lab.

Petty cash can be done through the CCE Purchasing Office for amounts \$20 or less.