

**SUSTAINABLE CITIES INITIATIVE  
MISCELLANEOUS REIMBURSEMENT REQUEST**  
Submit form WITH RECEIPTS to the SCI Grants Administrator  
204 Pacific Hall, 541-346-8591

Banner Doc #: \_\_\_\_\_  
Index(es): \_\_\_\_\_  
Date entered: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name and UO ID #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Program or Project Name: \_\_\_\_\_

Index or Project Code: \_\_\_\_\_

UO ID NUMBER AND HOME ADDRESS ARE REQUIRED FOR REIMBURSEMENT.

Approval (SCI Staff or SCI Project Manager) \_\_\_\_\_ Date \_\_\_\_\_

**LIST RECEIPTS IN ALPHABETICAL ORDER ACCORDING TO VENDOR**

	Receipt Date	Vendor	Description	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Attach additional pages if necessary. **TOTAL AMOUNT REQUESTED**  

**NOTES REGARDING RECEIPTS:**

1. Receipts are required for all requests.	4. When hosting meals for groups or guests, tips of up to 15% may be reimbursed when included on an itemized receipt.
2. Receipts for hosted meals MUST be itemized	5. Reimbursement for an item on contract will not be allowed.
3. Reimbursement for alcoholic beverages is not allowed.	

*If you have questions contact the SCI Accountant, 204 Pacific Hall, 541-346-8591*

	Commodity	Index	Fund	Orgn	Acct	Prog	Actv	Amount
<b>OFFICE USE</b>								