

JUSTIFICATION FOR LATE REIMBURSEMENT

The attached reimbursement form, signed by the claimant on _____ , was not submitted to the Travel Office in a timely manner because of the following reasons:

(DATE)

Claimant's Name: _____

Claimant's Department: _____

Division/School/College: _____

As the Unit Business Representative for the above-listed unit, I agree that the described facts and circumstances are accurate and that they are sufficient to justify reimbursement of the expenses as a non-taxable payment. I therefore request that the reimbursement be processed.

Unit Business Representative (UBR) Signature

Date

For reimbursement, one copy of this form, with the UBR's original signature, must be submitted with the reimbursement form (TER or MER).

If you have any questions, call the Travel Office at extension 6651.