

Psychological Sciences Transaction Sheet

Transaction Sheet is required to document all financial transactions.
Submit to the Fiscal Office immediately after transaction takes place.

Name: _____ Today's Date: _____

One Card Holder's Name (if different than above): _____

Account(s) to be charged:

<input type="checkbox"/>	MISC	<input type="checkbox"/>	Cost Savings	
<input type="checkbox"/>	RIF	<input type="checkbox"/>	Other	Specify: _____
<input type="checkbox"/>	Start Up	<input type="checkbox"/>	A&S	<input type="checkbox"/> Dept _____
<input type="checkbox"/>	Grant	Project #: _____		PI Signature: _____

Transaction details needed for ALL expenses

Purchased for (e.g., employee name, lab name, classroom, etc.): _____

Purpose: _____

Location: _____

Date(s): _____

Item: _____

One Card Purchase

Amount: _____ Vendor: _____

of attendees if food/drink: _____ Notes: _____

Alcohol purchases: must attach a benefit statement explaining how it benefits the university.

Personal Reimbursement Request

Amount: _____ Person needing reimbursement: _____

Notes: _____

Reason for not using One Card: _____

Travel Reimbursement Request (submit travel receipts NEEDING reimbursement)

Traveler's Name: _____

Destination: _____

Purpose of Travel: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Meals Provided (date & meal -B, L, D): _____

Mileage (Round Trip): _____ From: _____ To: _____

Expenses needing reimbursement:

<input type="checkbox"/>	Airfare	<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Shuttle	<input type="checkbox"/>	Toll	<input type="checkbox"/>	Train
<input type="checkbox"/>	Car Rental	<input type="checkbox"/>	Mtg Meal	<input type="checkbox"/>	Subway	<input type="checkbox"/>	Other		
<input type="checkbox"/>	Conf Reg	<input type="checkbox"/>	Parking	<input type="checkbox"/>	Taxi	<input type="checkbox"/>	Other		

Other travel details not included above: _____

Supervisor's Signature (for students): _____

Printed Name of supervisor: _____

Traveler's Signature: _____