

The University of Oklahoma – Over 120 Days Employee Expense Reimbursement Form (12/20)

Use this form for Employee Expense Reimbursements that have exceeded the 120 days to individuals who are appointed to the Norman campus and are currently being paid through the University payroll. Please send completed form with the appropriate signatures and copies of the receipts to the Payroll office at payroll@ou.edu.

*Combo Code is required for these transactions

Name:	Last:	First:	MI:
Employee ID:			
Pay Group:	<input type="checkbox"/> Monthly <input type="checkbox"/> Hourly <input type="checkbox"/> 9/9 & 9/12		
Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student		
Dept:			
Combo Code*:			
Amount:	\$		
Date of purchase:			
Purchase description:			

Certification:

I understand that all reimbursements listed on this form are considered non-accountable expenses because either the expense is non-qualified, or the reimbursements were requested over 120 days after the event. I understand that the applicable taxes will be withheld from my next paycheck, and the reimbursed amount will also be included on my W-2 at the end of the calendar year.

Employee Signature: _____ **Date:** _____

Sponsor's Approval:	Date:
Supervisor's Approval:	Date:
Dean's Approval:	Date:

Please attach copies of the receipts to this form.

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