



Disbursement Voucher Payment Form Employee Reimbursement (EER)

The Employee Reimbursement (EER) payment reason code should be used when requesting non-travel or non-entertainment reimbursement to an employee of the University, for expenses that do not fit another more appropriate reason code. Please review the following webpage for additional information about [Unauthorized Purchases](#).

The following steps should be completed *prior* to submitting your document in Kual:

1. Complete the requested information below
2. Save the completed form as a PDF (or print/scan to PDF)
3. Under the Notes and Attachments tab, attach the PDF version of the completed form to the Kual document, selecting Supporting Documentation as the attachment type.

Requested Information

Kuali Document Number
(example: 31527904) _____

Payee Full Name
(example: John Doe) _____ (First)

_____ (Last)

Payment Amount
(example: \$1500.00) \$ _____

Business Reason for
Purchase: _____

Questions about Kual? Please contact the FIS Help Desk (fishelp@ucdavis.edu)

Questions about a payable? Please contact the Accounts Payable office (accountspayable@ucdavis.edu)