



JUSTIFICATION FOR LATE SUBMISSION

This form is used to review travel and/or miscellaneous expense reimbursement requests submitted more than sixty days after completion of travel or incurrence of expense.

Please complete and sign the top portion of this form and include it in your reimbursement request.

Name of individual to be reimbursed: _____

Dates of travel or date expenses were incurred: From: _____ To: _____

Date Reimbursement Request was submitted: _____

Justification for late submission: _____

Requestor's Signature

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PAVIR Account (10 Characters)

PAVIR action:

- Justification for late submission is accepted, and payment of associated Reimbursement Request is approved. In accordance with federal regulations, reimbursement must be reported as taxable income to individual named above.
- Justification for late submission is not accepted, and payment of associated Reimbursement Request is not approved.

Approved/Disapproved: _____

Date