

PURCHASING AND REIMBURSEMENT FORMS – 03/26/2020

The Research Foundation has effectively maintained operations customer service levels as everyone adjusts to the new telework environment. PIs and their delegates may continue to make purchases using our electronic purchase requisition system. We realize that many of you may not have access to the Travel Advance/Expense Report and the Consultant/Honorarium & Reimbursement forms. These are prenumbered multipart forms the Research Foundation uses to reimburse for travel and other expenses. The Research Foundation is providing the attached scans of the existing forms and placing them on our website at <http://www.researchfoundation.odu.edu/forms/forms.html>. These forms may be used to submit travel and other expenses during the COVID-19 crisis. Scans of completed forms and their supporting documentation may be e-mailed to rfinvoices@odu.edu for processing. Earlier this year, the Research Foundation had begun a project to revise these forms to provide electronic versions for greater ease of use. We are continuing that project and will make those forms available as soon as possible.