

REQUEST FOR TRANSFER FORM

❖ Transfer expenses that are charged to:

- UWRF Department Name:
- UWRF Workday Funding String:
- Amount of Transfer: \$
- Explanation of Transfer:

❖ Grant

Round

Year

❖ Student funds Student Name:

Mentor funds Mentor Name*:

*Include student name in field above if requesting mentor funds.

❖ Please provide further information regarding your request by attaching:

- A copy of your award letter.
- If there are more than one recipient, include a list of all recipients with expenses.
- If travel expenses, proof of attendance for each recipient included in the expenses.
- A journal entry detail from Workday (or WISDM if an older expense).
 - The detail should include the accounting string, vendor, date and dollar amount for each charge to be reimbursed.
 - Highlight the expenses associated with the transfer being requested.
 - Indicate who each expense was for.
- Receipts for expenses to be reimbursed.
 - Receipts must indicate that it was paid, how it was paid, who was paid, the date, a detail/description of what the expense is for, and who it was for.
 - Receipts should be submitted within 60 days of expense, expected graduation date, or the end of the fiscal year (June 30th) - whichever comes first.

Transfer Requested By:

Print Name

Signature

Date

Please make a copy for your records and send the completed form with the required documents to the URSCA Office in 213 A Rodli Hall or email to ursca@uwrf.edu.

OFFICE USE ONLY:

Date received

Amount approved: \$

Reason, if different from amount requested:

Transfer Approved by URSCA Representative:

Signature

Date

Transfer Expenses to: