

## **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 in .pdf format:

- A copy of your award letter.
- If more than one student, a list of all students with their W#s.
- 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.
  - 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@uwr.edu](mailto:ursca@uwr.edu).*

**OFFICE USE ONLY:**

**Amount approved: \$**

### Date received

### Notes:

### **Transfer Approved by URSCA Representative:**

---

**Signature**

Date

### Transfer Expenses to: