



# ANR Staff Assembly GROWS 2022 Reimbursement Application

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ DEPT./OFFICE: \_\_\_\_\_

Please describe what you will be growing – must be food items:

Please include all receipts up to \$50.00 . Please do not print and sign, we request digital signatures only

<u>Amount</u>	<u>Vendor</u>
_____	_____
_____	_____
_____	_____

Total \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Staff Assembly Approval: \_\_\_\_\_

**Total Amount of Award:** \_\_\_\_\_

**This signed approved application serves as your award letter and must be submitted with your receipts for reimbursement.**

Send receipts for all eligible paid expenses with this application. Applications received without all required documentation will be returned.

**(Receipts dated between November 1, 2021- March 30th, 2022 will be accepted)**

**Applications are due no later than April 1st and must be submitted for reimbursement in the Aggie Travel system by May 1, 2022.**

Applications are processed by last name. Please email questions, applications and receipts to:

Last Name: A-M   Kathryn Stein   Kathryn.Stein@ucop.edu  
Last Name: N-Z   Sue Lake   slake@ucanr.edu

