



**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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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