



Division of Finance
 www.uidaho.edu/finance/

Late Reimbursement Affidavit

Please complete and attach to submission documents		
Print Employee Name (First Name, Middle Initial, Last Name):		Phone:
Chrome River Report Number:		Report Submission Date:
Expense/Purchase Date:	Description of Items Over 60 days:	Amount:
		Total Taxable Reimbursement:
Reason for late reimbursement request:		
<p>I certify that I am aware of the IRS/UI 60 day rule and the reimbursement documented on this form will be taxed via Payroll. I will contact payroll@uidaho.edu prior to the submission of the Chrome River report to discuss how this affects my pay check, some options may be available. Please visit the Accounts Payable website for 60 day rule FAQs.</p>		
Employee Signature:		Date:
Supervisor Name and Signature:		Date: