

MANUAL CHARGEBACK REQUEST

This form is to be filled out when an employee needs a reimbursement from an expense report charged back to their U-Bill. This form ensures the charge is done accurately and in a timely manner. Manual chargebacks are sent to Accounts Receivable every Friday, and are typically billed the following week. Please provide the following information:

Request Date:

Name of Traveler:

Expense Report:

Charge Back Amount:

Reason:

Email this form and any additional information or questions to the Office of Compliance at acctweb@iastate.edu.