



NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

1. All travel reimbursements to non-employees must adhere to policy [FIN-004: Travel, Meals, and Entertainment Expenses Incurred on Behalf of the University](#)
2. Attach receipts to this form and obtain approvals.
3. Scan this form and all receipts, and attach to the Payment Voucher in the Integrated System.
4. If a receipt is missing, please attach a missing receipt affidavit or email from the non-employee providing details of the purchase and stating why the receipt is missing.
5. Payment Vouchers without proper documentation cannot be paid.

Payee (non-employee traveler):		Date:	
Email Address:		Phone Number:	
Entered By:		Voucher #:	
PTAEO(s):			
Reason for Reimbursement:			
Expenses supported attached receipts or affidavit:	Transportation	Lodging	Meals
			Other
			Receipt Total
Expenses without receipt (e.g. mileage @ 0.545, parking, tolls, tips / gratuities—explain below:			
Living allowance (will be paid as income – must use expenditure type “Living Allowance, Non-Stu” or “Living Allowance, NRA Non-Stu”);			
Total amount of payment:			
Other Information:			
Approval Signatures and Dates			
Fiscal Approver: (Required)			
Expense Report Approver: (Required)			
Supplemental Approval: (if required by policy)			