



## 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.

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