PennState

NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

This form is required to be completed by all non-employee travelers seeking reimbursement for approved University travel expenses. Approval must be obtained PRIOR to travel commensing. A delegate of the University will process the reimbursement request within SAP Concur.

Traveler's Name: _____

Complete Mailing Address: _____

Daytime Phone #: _____

E-mail Address: _____

Business Purpose: _____

Notes: _____

Non-Employee must declare residency status by checking the appropriate box:

☐ Non-Employee is a United States Citizen (no additional documentation required)

☐ Non-Employee is a Permanent Resident - Non-Employee Information form required.

☐ Non-Employee is a Resident for Tax Purposes - Non-Employee Information form required.

☐ Non-Employee is neither a United States Citizen, nor a Permanent Resident, nor a Resident for Tax Purposes - (Non-Employee Information form required, as well as all required documentation to authorize payment as defined on the Non-U.S Citizen Payment Guidelines).

Departure			Arrival		
Location	**Date**	**Time**	**Location**	**Date**	**Time**

To determine the Daily Meal Per Diem rate see U.S. General Services Administration (GSA) Per Diem - CONUS or Department of Defense - OCONUS. If Per Diem rates are utilized, meal receipts are not required. If claiming less than Per Diem, itemized meal receipts are required.

GSA requires a 25% rate reduction on the first and last day of travel due to the fact that one meal will occur "at home." This reduction is automatically calculated within SAP Concur.

Personal vehicle mileage reimbursement rate is calculated using the Internal Revenue Service established rate.

The following table contains a list of expense types and indicates if **itemized** receipts are required. If receipts are required, they must be submitted with this form. If receipts are required but not provided, the expense will not be reimbursed. Any itineraries and/or conference schedules should also be included.

Receipt Required?	Expense Type	Receipt Provided?
Yes	Airfare (if paid with personal funds)	
Yes	Other Long Distance Transportation: Bus / Trains	
No	Local Metro / Subway / City Bus / Tolls	☐
No	Mileage (if personal vehicle) Miles (see IRS mileage reimbursement rate above)	
Yes	Rental Car	☐
Yes	Fuel (rental car only)	☐
Yes	Taxi / Shuttle / Limo	☐
Yes	Parking	☐
Yes	Lodging	☐
No/Yes	Meal Per Diem (if claiming less than Per Diem, itemized meal receipts are required)	☐
Yes	Other (please list):	☐

By submission of this expense form, I certify that: (1) the expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip; (2) there are no items listed as reimbursable which relate to personal or unallowable expenses; (3) I have not and will not be receiving reimbursement from any other source for these expenditures nor have any of these expenses already been paid by another entity, and (4) the reimbursement amount calculated within SAP Concur is the full and final reimbursement.

Traveler's Signature _____   Date _____