

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 commencing. A delegate of the University will process the reimbursement request within SAP Concur.

Traveler's Name: _____

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

Complete Mailing Address: _____

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

Daytime Phone #: _____

Non-Employee is a Permanent Resident - [Non-Employee Information](#) form required.

E-mail Address: _____

Non-Employee is a Resident for Tax Purposes - [Non-Employee Information](#) form required.

Business Purpose: _____

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](#)).

Notes: _____

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 actuals, 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)	<input type="checkbox"/>
Yes	Other Long Distance Transportation: Bus / Trains	<input type="checkbox"/>
No	Local Metro / Subway / City Bus / Tolls	<input type="checkbox"/>
No	Mileage (if personal vehicle) Miles (see IRS mileage reimbursement rate above)	<input type="checkbox"/>
Yes	Rental Car	<input type="checkbox"/>
Yes	Fuel (rental car only)	<input type="checkbox"/>
Yes	Taxi / Shuttle / Limo	<input type="checkbox"/>
Yes	Parking	<input type="checkbox"/>
Yes	Lodging	<input type="checkbox"/>
No/Yes	Meal Per Diem (if claiming actuals, itemized meal receipts are required)	<input type="checkbox"/>
Yes	Other (please list):	<input type="checkbox"/>

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 _____