



College of Engineering
Non Employee Reimbursement Form

This form is used for expenses incurred for lodging, travel, meals, etc. The information is required for all guests of the College of Engineering in order for any reimbursement to occur. Original receipts for all expenses must be submitted with this form. We do not accept receipts for gas. Please submit miles traveled for reimbursement for auto travel with to and from addresses. E-tickets are acceptable but must clearly state the flight information and cost. General travel itineraries cannot be accepted. If reimbursement is for a non US citizen honorarium, a W8 form is also required.

All information MUST be completed for a reimbursement to be issued (including social security #).

First Name: Last Name: Social Security #:

Local Address: Telephone:

Fax:

Email:

Are you a U.S. citizen? Yes No

Permanent Address:

For Department Use Only

Purpose Code

Account Code

Userfield

Date(s) of Visit: Purpose of Visit:

Sponsoring University Department:

Departmental Contact Name: Phone:

Where would you like your reimbursement check mailed? Local address Permanent address

Expenses for which reimbursement is requested:

Table with 3 columns: Type of Charge, Amount, Have Receipt?. Rows include Airfare, Train, Meals, Ground Transportation, Tolls, Parking, Mileage, Other, and Total Reimbursement.

Please remember to submit original receipts with this form. Completed forms, required receipts, and any other documentation submitted, will not be returned. Please keep copies of all items for your records. Please allow 3-4 weeks for reimbursement.