



# Non Employee Reimbursement Form

**Harvard University**  
University Financial Services  
1033 Massachusetts Ave., 2nd Floor  
Cambridge, MA 02138

Request Date: \*  NR Number \*:

Reimbursee Name: \*  Requisition #:\*

Affiliation  Invited Guest  Harvard Student  Other (Explain below) HUID (Affiliates):\*

Other Explanation

U.S. Citizen or Permanent Resident  Yes  No Federal Sponsored  Yes  No

Dates of Expense(s)	<b>Business Purpose:</b> Provide detailed reasons and date ranges for expenditures. Travel and entertainment expenses require the person(s) and/or organization and location. ALL expenses must be itemized.
#1	
#2	
#3	

**ALL EXPENSES MUST BE ITEMIZED INCLUDING EXPENSES LESS THAN \$75**  
**( A DETAILED ITEMIZED LIST FOR EXPENSES LESS THAN \$75 CAN BE ATTACHED TO THIS FORM)**

#	Description (date, details, etc)	Air/Rail	Lodging	Ground Trans	Business Meals	Other	Total
#1							
#2							
#3							
Sub-Total expenses from page 2							
Total Reimbursement							

**Total amount under \$75 itemized in Total Reimbursement**

**I certify these are valid University business expenses**

Reimbursee Signature:\*

Reimbursee Check Mailing Address:\*

Prepared By (Print): \*  Phone #

**You agree no unallowable costs, including undocumented expenses under \$75, are being charged to Federal Funds as specified in OMB Circulars A-21 and A-22.**

Approved By (Print): \*  Phone #

TO EXPEDITE PAYMENT, PLEASE RETURN COMPLETED FORM AND REQUIRED DOCUMENTATION TO THE UNIT RESPONSIBLE FOR PROCESSING THE ELECTRONIC REQUEST

**\*Required Field**

**Department of Mathematics – Travel Expenses**

FOR PROFESSOR: \_\_\_\_\_

Date of Trip: \_\_\_\_\_  
Dates of travel

Destinations: \_\_\_\_\_  
City/State/Country

\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Travel:** \_\_\_\_\_

If for collaborations, provide name of collaborators and institutional affiliations. If for invited talks, conferences, consultations or committee work, please provide full name of relevant institution, conference sponsor, or organization involved – No Acronyms please.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Topic of talks, collaboration or consultations:** \_\_\_\_\_

If travel is for an invited talk, research collaboration or consultation, indicate the area of the mathematics involved.

\_\_\_\_\_  
\_\_\_\_\_

**Types of expenses and individual amounts for each expense:**

Airfare          Lodging          Meals          Ground-Transportation          Other

**Total Amount Requested for Trip:** \_\_\_\_\_

**Account To Be Charged:** \_\_\_\_\_

**GE Corporate Card:** \_\_\_\_\_ **or Out-Of-Pocket:** \_\_\_\_\_

**Staple Receipts to form and submit to Nathalie Morales**

Indicate To/From directly on receipt(s). Hotel receipts and all others over \$75 must be provided. See Nathalie to sign a Missing Receipt Affidavit if receipts missing.

Sign on reverse side. Harvard Affiliates must also include HUID.