



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)	Business Purpose: 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.