



Harvard University NONEMPLOYEE REIMBURSEMENT FORM

This form should only be used for nonemployee reimbursements (honoraria, prizes, awards or other types of income cannot be included on this form). Suppliers and/or independent contractors billing for services or products should not use this worksheet, and should include invoice the University directly.

Reimbursee Information

Affiliation: Invited Guest Harvard Student Other: **HUID:**

First Name	MI	Last Name	Email	Phone
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Mailing Address

Purpose of Trip or Event *(Please include travel start and end dates and destination, if applicable)*

I certify that the expenditures listed below were incurred by me in conjunction with official Harvard University business, are accurate and comply with all applicable policies, I have included all required receipts, forms or other required documentation, and that I am not requesting reimbursement from any other source.

Signature of Reimbursee: _____ Date: _____

Attached is a scanned or emailed certification/signature in lieu of a signature above.

Expense Itemization*

All expenses must be itemized and include appropriate receipt images or other required documentation. Receipts in a foreign currency must be converted to US dollars with exchange rate noted on the receipts. See page two for additional expense itemization lines. Please return completed form and required documentation to the school or unit responsible for processing the electronic request.

Expense Date	Airfare <small>*(7651/7672)</small>	Lodging <small>*(7652/7672)</small>	Ground Transportation ¹ <small>*(7653/7673)</small>	Meals ² <small>*(Indv - 7654/7674) *(Bus - 7655/7675)</small>	Other	Total (USD)
Subtotals:						
GRAND TOTAL						

Total amount <\$75 itemized in Grand Total

¹ Includes trains, car rentals, gas, mileage, taxi, etc.

² Meals and incidentals including per diem. If allowed, alcohol must be charged to 8450 and itemized as "Other".

* B2P requestors - suggested object codes (domestic/foreign) are below each expense category.

Internal Use Only: