

Harvard University Non-Employee Reimbursement Form

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

Request Date _____

REQUISITION# _____

Reimbursee Name _____

HUID (Harvard Affiliates) _____

Affiliation Invited Guest Harvard Student Other: _____

US Citizen or Permanent Resident Yes No Federally Sponsored Funds Yes No

	Dates of Expenses	Business Purpose: Provide detailed reasons and date ranges for expenses. Travel and entertainment expenses require the person(s) and/or organization and location. ALL EXPENSES MUST BE ITEMIZED.
#1		
#2		
#3		
#4		

Summary of Expenses: 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.

Business Purpose #	Description (date, detail, etc.)	Air/Rail	Ground Transp.	Lodging	Business Meals	Other	Total
TOTAL AMOUNT UNDER \$75		Subtotal of expenses from Page 2					
		Expense Report Total					

REIMBURSEE/CARDHOLDER: I CERTIFY THESE ARE VALID HARVARD UNIVERSITY EXPENSES.

*Signature _____ Date _____

*Reimbursee Permanent Legal Address:

*Reimbursee Check Mailing Address:

*Prepared By _____ Phone _____
PRINT

APPROVER: I HAVE REVIEWED THESE EXPENSES AND THEY ARE IN ACCORDANCE WITH UNIVERSITY AND TUB POLICY. NO UNALLOWABLE COSTS MAY BE CHARGED TO FEDERAL FUNDS AS SPECIFIED IN OMB CIRCULARS A-21 AND A-22. BY APPROVING THIS REQUEST YOU AGREE NO UNALLOWABLE COSTS ARE BEING CHARGED TO FEDERAL FUNDS.

*Approved By _____
NAME SIGNATURE

*Required Fields

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Name _____ REQ # _____ NR000 _____

Additional Expenses

	Dates of Expenses	Business Purpose: Provide detailed reasons and date ranges for expenses. Travel and entertainment expenses require the person(s) and/or organization and location. ALL EXPENSES MUST BE ITEMIZED.
#6		
#7		
#8		
#9		
#10		

Additional Space for Summary of Expenses

Business Purpose #	Description (date, detail, etc.)	Air/Rail	Ground Transp.	Lodging	Business Meals	Other	Total
Subtotal of Expenses to Page 1							

33-Digit Code Line Distribution

Business Purpose #	Amount	Tub	Org	Object	Fund	Activity	Subactivity	Root

Hints and Policy Notes

Please refer to www.travel.harvard.edu for complete policy.

This completed form and required documentation must be returned to the local unit for processing.