

**NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM**

This form is required to be completed by all non-employee travelers.

If Guest Travel Expenses are being paid, then residency status must be declared by Guest by checking the appropriate box:

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☐Guest is a United States Citizen: NEI form not requiredGuest is a Permanent Resident: NEI form requiredGuest is neither a United States Citizen nor a Permanent Resident: NEI form required, as well as all required documentation to authorize payment.

Non-Employee Information (NEI) form link:

Additional documentation requirements link:
Non-U.S. Citizen Payment Guidelines

Traveler's Name _____

Mailing Address _____

Daytime Phone # _____

E-mail Address _____

Business Purpose _____

Notes _____

Departure			Arrival		
Location	Date	Time	Location	Date	Time

Receipt Required?	Expense Type	Amount
Yes	Airfare (if paid with personal funds)	
Yes	Other Long Distance Transportation: Bus / Trains	
No	Local Metro / Subway / City Bus / Tolls	
No	Mileage (if personal vehicle) _____ Miles @ _____ cents per mile	
Yes	Rental Car	
Yes	Fuel (rental car only)	
Yes	Taxi / Shuttle / Limo	
Yes	Parking	
Yes	Lodging	
No	Meal Per Diem (from below)	
Yes	Other (please list): _____	
Total		

Travel Expenses Not Reimbursed by PSU	()
Amount Due Traveler	

In the table below, line 1 will automatically adjust to reflect the GSA 75% 1st Day of Travel Per Diem rate. Your last day of travel will be manually adjusted to reflect the Last Day of Travel 75% Per Diem rate.

Dates	Location	# of Days	Daily Meal Per Diem		Meals Provided by Host (Exclude)				Total Per Diem
			Meals	Incidentals	All Meals	Breakfast	Lunch	Dinner	
		1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Meal Per Diem									

To determine the Daily Meal Per Diem rate see U.S. General Services Administration Per Diem - CONUS or Department of Defense - OCONUS

By submission of this expense form, I certify that: The expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip; and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not be receiving reimbursements from any other source for these expenditures nor have any of these expenses already been paid by another entity.

Traveler's Signature _____ Date _____

NOTE: Per Diem rates in SAP Concur are more precisely calculated than on this form.
Your reimbursement amount may vary from the amount calculated here.

Office Use Only -- Distribution of Total Allowable Reimbursement

SAP Concur Report Name: _____

Department #	Cost Object Type	Cost Object Name	Cost Object #	Amount

Other Signature (Budget Admin / Executive, Supervisor) _____