



PennState

NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

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

Traveler's Name

Virginia Nichols

Mailing Address

16146 Grange Road
Paonia, CO 81428

Daytime Phone #

7209394782

E-mail Address

virginia.nichols@gmail.com

Business Purpose

Attend and present at ISSST conference in Ft. Collins, CO

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

☒ Guest is a United States Citizen: NEI form not required

☐ Guest is a Permanent Resident: NEI form required

☐ Guest 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

Departure			Arrival		
Location	Date	Time	Location	Date	Time
Paonia, CO	6/12/2023	12:00	Ft. Collins, CO	6/12/2023	07:00

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	\$ 0.00
Yes	Rental Car	
Yes	Fuel (rental car only)	
Yes	Taxi / Shuttle / Limo	
Yes	Parking	\$ 45.00
Yes	Lodging	\$ 575.70
No	Meal Per Diem (from below)	\$ 0.00
Yes	Other (please list): _____	
Total		\$ 620.70

Travel Expenses Not Reimbursed by PSU

Amount Due Traveler

Total	\$ 620.70
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	\$ 620.70

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	Incl- dental	All Meals	Break- fast	Lunch	
		1						\$ 0.00
		1						\$ 0.00
		1						\$ 0.00
		1						\$ 0.00
		1						\$ 0.00
		1						\$ 0.00
Total Meal Per Diem								\$ 0.00

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

06/18/2023

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
	Select Cost Object type			
	Select Cost Object type			
	Select Cost Object type			

Other Signature (Budget Admin / Executive, Supervisor) _____

(7/1/2009)