



Non-Employee Reimbursement (NR)

Purpose:

Used, in accordance with the PSC Procedural Statement Travel, to reimburse a non-employee or student for travel or other expenses related to official university business. Do not use the NR form to reimburse an independent contractor as per the PSC Procedural Statement Scope of Work (SOW). Note: To reimburse an employee or regent, create a Travel Reconciliation expense report in the Concur Travel & Expense System.

Invoice #: [ ]

Today's Date: [ ]

Payee Information

Name: [ ]
Home Address: [ ]
City, State, ZIP: [ ]
Country: [ ]
Vendor ID #: [ ]
OR CU Student ID #: [ ]
Personnel Category: [ ]

Organizational Unit Contact Information

Organizational Unit: [ ]
Contact Person: [ ]
Campus Phone: [ ]
Campus Mailbox: [ ]
Email Address: [ ]

Warrant Handling Instructions

Warrant Delivery Code: [ ]
Warrant Delivery Campus Mailbox: [ ]

General Trip / Reimbursement Information

Destination (if travel involved): [ ]
Business Purpose: [ ]
Comments: [ ]

Expenses to be Reimbursed

NOTE on mileage reimbursement rates : For miles driven 1/1/17 and after, \$0.48/mile. For miles driven 1/1/16 - 12/31/16, \$0.49/mile.

Table with columns: Date, Description, Mileage (Dist, Rate, Cost), Trans, Meals, Lodging, Misc, Total. Includes a Totals row.

Accounting Information (SpeedType or FOPPS plus Account ChartField are required)

Table with columns: Description, Speed Type, Account, Fund, Org, Program, Sub Class, Project/Grant, Amount.

Total Expenses: -

Frequently Used Accounts:

Table listing account numbers and descriptions: 702000 Non-employee Travel - In State, 702100 NonEmployee Trvl - Out of State, 702200 Non-employee Travel - Internatl, 550100 Official Funct - Receipts/Events, 550102 Official Function with Alcohol, 550200 Official Funct - Meetings/Confs, 553000 Conference Registration Fees.

Payee / Approving Authority Certifications & Signatures

I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that expenses for which reimbursement is claimed were incurred by me on university business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by university fiscal policies; that amounts claimed for meals are limited to the total daily meal per diem amount established by travel policy as well as the amounts actually incurred for meals; and that I actually incurred or paid the expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. I further certify that this does not include any request for reimbursement of alcohol, unless authorized by an attached Official Function form.

If being charged to sponsored projects (Fund 30/31 SpeedType), I certify that all expenses are appropriate to be charged to the sponsored projects receiving the charge, that they meet the direct cost and other costing criteria, and that they are within the allowable timeframe.

If being charged to gifts (Fund 34 SpeedType), I certify that all expenses are appropriate and consistent with donor restrictions.

Payee Signature [ ] Date [ ]

Organizational Unit Authorizing Signature [ ] Date [ ]

Int'l Tax Signature (if required) [ ] Date [ ]

When all necessary signatures have been obtained:

Scan and email signed, completed form and all required documentation to: cirestravel@colorado.edu. Only one NR request per email attachment.

Or, send completed form and all required documentation (tape small receipts to standard-size paper, staple packet once) to: CIRES Travel, Campus Box 216 UCB.