



## Non-Employee Travel Reimbursement Form

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

VISIT form required <http://uru/formpublic/VisitorsInformationSheet.pdf>

E-mail Address: \_\_\_\_\_

Traveler's name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Mailing 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/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	( _____ )
<b>Amount Due Traveler</b>	

List each day that meals were provided for you on a separate line

Dates	Location	# of Days	Daily Meal Per Diem		Meals Provided by Host (Exclude)				Total Per Diem
			Meals	Inci- dental	All Meals	Break - fast	Lunch	Dinner	
					<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"/>	
<b>Total Meal Per Diem</b>									

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 \_\_\_\_\_

**Office Use Only -- Distribution of Total Allowable Reimbursement**

Report Name (for ERS) or DOC # (for IBIS) \_\_\_\_\_

Budget Number	Fund Number	Fund Name	Object Code	Cost Center/Project #	Amount

Other Signature (Budget Admin/Executive, Supervisor) \_\_\_\_\_ Date \_\_\_\_\_