



**College of Engineering
Non-Employee Reimbursement Form**

This form is used for expenses incurred for lodging, travel, meals, etc. The information is required for all guests of the College of Engineering in order for any reimbursement to occur. **Original receipts are no longer required.** We do not accept receipts for gas. Please submit miles traveled for reimbursement for auto travel with to and from addresses. E-tickets are acceptable but must clearly state the flight information and cost. General travel itineraries will not be accepted.

All information MUST be completed for a reimbursement to be issued:

First Name: _____ Last Name: _____

Local Address: _____

Telephone: _____

Fax: _____

Email: _____

Permanent Address: _____

Are you a U.S. citizen? Yes _____ No _____

| |
|---|
| <p>For Department Use Only</p> <p>Purpose Code _____</p> <p>Account Code _____</p> <p>Userfield _____</p> |
|---|

Date(s) of Visit: _____ Purpose of Visit: _____

Sponsoring University Department: _____

Departmental Contact Name: _____ Phone: _____

Where would you like your reimbursement check mailed? Local address _____ Permanent address _____

Expenses for which reimbursement is requested:

| <i>Type of Charge</i> | <i>Amount</i> | <i>Have Receipt?</i> |
|----------------------------|---------------|----------------------|
| Airfare | | |
| Train | | |
| Meals | | |
| Ground Transportation | | |
| Tolls | | |
| Parking | | |
| Mileage | | |
| Other | | |
| <i>Total Reimbursement</i> | \$ | |

Completed forms, required receipts, and any other documentation submitted, will not be returned. Please keep copies of all items for your records. Please allow 3-4 weeks for reimbursement.