



# Non-Employee Reimbursement Form

1. All reimbursements to non-employees (visiting scholars, job candidates, non-waged students, and guests) must adhere to policy [FIN-004: Travel, Meals, and Entertainment Expenses Incurred on Behalf of the University](#) and <http://www.procurement.virginia.edu/pagepaymentvoucher>.
2. Complete this form with all approvals and attach itemized receipts and any other relative documentation. If a receipt is missing and cannot be recreated, please attach a Missing Receipt Affidavit Form or email from the non-employee providing details of the purchase with statement as to why the receipt is missing.
3. Scan this form and attachments and attach to the Payment Voucher in the Integrated System.
4. Payment vouchers without proper documentation cannot be paid.

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|---|---|--|
| <b>Payee (non-employee):</b>  |   | <b>Date:</b> Click or tap to enter a date. |
| <b>Email Address:</b>   | <b>Student ID Last 4 Digits:</b>  | <b>Phone:</b>                              |
| <b>PTAO (state):</b> <b>Amount: \$</b>                                      | <b>PTAO (local):</b> <b>Amount: \$</b>  |  |
| <b>Additional PTAO:</b> <b>Amount: \$</b>                                   | <b>Additional PTAO:</b> <b>Amount: \$</b>   |  |
| <b>Reason for Reimbursement:</b><br>If travel, indicate travel period:      | <b>Total Reimbursement Authorized: \$</b><br>Amount with Receipts: \$<br>Amount without Receipts: \$  |  |
| <b>EXPENSE DETAIL (include only amounts reflected on attached receipts)</b> |   |  |
| <b>Public Transportation: \$</b><br>Mode of Travel:                         | <b>Personal Vehicle (.545 x miles):</b><br>\$   | <b>Vehicle Rental: \$</b>                  |
| <b>Parking/Tolls/Fuel: \$</b><br>Specify:                                   | <b>Lodging (list each rate schedule below):</b><br>Nightly Rate:      Tax:      # Nights:<br>Nightly Rate:      Tax:      # Nights:                                   |  |
| <b>Individual Meals: \$</b>   | <b>Business Meals: \$</b><br>Attendees Total (if 10 or less):      - enter names below at Further Explanation field<br>Attendees Total & Affiliation (if 11 or more): |  |
| <b>Conference Registration/Membership: \$</b><br>Specify:                   | <b>Research Materials: \$</b><br>Specify:   |  |
| <b>Other Expense: \$</b><br>Specify:  | <b>Other Expense: \$</b><br>Specify:  |  |
| <b>Further Explanation:</b>   |   |  |
| <b>PREPARER / APPROVALS</b>   |   |  |
| <b>Preparer</b>   | Printed Name:   | Signature/Date:                            |
| <b>Fiscal Approver</b>  | Printed Name: Chrissie Holt-Hull  | Signature/Date:                            |
| <b>Expense Report Approver</b>  | Printed Name:   | Signature/Date:                            |
| <b>Supplemental Approver</b>  | Printed Name:   | Signature/Date:                            |