Harvard University
NONEMPLOYEE REIMBURSEMENT FORM

This form should only be used for nonemployee reimbursements (honoraria, prizes, awards or other types of income cannot be included on this form). Suppliers and/or independent contractors billing for services or products should not use this worksheet, and should invoice the University directly. NOTE: Be sure to download the form and save it to your desktop in order to digitally sign the form.

Reimbursee In **Nonemployee Reimbursement Reminders:**

Affiliation: ◯ Invited Guest ◯ Harvard Student ◯ Other:

HUID

First Name	**MI**	**Last Name**	**Email**

Mailing Address	**Phone**

General Description *(Business purpose of expense requests - multiple purposes may be included on one request, number individual unique business purposes)*

I certify that the expenditures listed below were incurred by me in conjunction with official Harvard University business, are accurate and comply with all applicable policies, I have included all required receipts, forms or other required documentation, and that I am not requesting reimbursement from any other

Signature of Reimbursee:

Date:

☐ Attached is an email attestation in lieu of a signature above (see Instructions on required attestation language).

Expense Itemization*

All expenses must be itemized and include appropriate receipt images or other required documentation. Receipts in a foreign currency must be converted to US dollars with exchange rate noted on the receipts. See page two for additional expense itemization lines. Please return completed form and required documentation to the school or unit responsible for processing the electronic request.

Expense Date(s)	Expense Description Include description and designation if applicable	Airfare 7651/7672	Lodging 7652/7672	Ground Transport[1] 7653/7673	Meals[2] Indv-7654/7674 Bus-7655/7675	Other	Total
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00

Total amount <$75 itemized in Grand Total | **Grand Total** 0.00

* B2P requestors - suggested object codes (domestic/foreign) are below each expense category.
[1] Includes trains, car rentals, gas, mileage, taxi, etc.
[2] Meals and incidentals including per diem. If allowed, alcohol must be charged to 8450 and itemized as "Other."

Revised 03/31/2021