Non-Employee - Expense Claim Reimbursement Instructions (Regular and Travel)

**Non-Employee Definition:** An individual with a temporary business relationship with the University, such as speaking, attending a lecture, meeting, workshop or research collaboration. Non-Employees do not receive employment income from the University nor are they covered under any collective agreements at the university.

**Note:** Payment to a company, organization, or association cannot be made using this form. The company, organization, or association must issue an invoice with receipts attached to the University.

On the Financial Services site click on the “Forms Cabinet” to locate the expense form for Non-Employees.

On the right side, the forms list will appear. Scroll down until you locate the “Travel and Expense Management” section.

Click on the link to the form for “Non-Employee Travel Expense Payment”.

Once you have selected the link your browser will bring up a new page with the form on it. There is a detailed set of instructions included on page 2 of the form.
NON-EMPLOYEE TRAVEL EXPENSE PAYMENT

To be used for travel related expenses of individuals only - a company or organization must issue an invoice with receipts to UofA

Currency of Payment: □ CAD □ USD □ Foreign Currency - Specify: □

*attach Wire Transfer Payment request form

NON-EMPLOYEE INFORMATION (CAD and USD cheques will be issued and mailed to name and home address indicated below)

Claimant Name: ____________________________
Address: ____________________________
City: ____________________________ Province/State: ____________________________
Postal/Zip Code: ____________________________ Country: ____________________________

DETAILS of Travel

Business Purpose: ____________________________ Dates of Travel (MM/DD/YYYY) From: ____________________________ To: ____________________________

Are expenses from Research/Specialy Restricted Funds? □ NO □ YES (If "yes" complete the remaining fields in this section)

Project/Grant ID: ____________________________
Claimant’s Affiliation with the Project: ____________________________
Supporting Details: ____________________________

EXPENSES (consolidate receipts by expense type; convert to currency of payment; enter one total per expense type; attach receipts)

<table>
<thead>
<tr>
<th>SPEED CODE</th>
<th>EXPENSE TYPE (select option from drop-down list only)</th>
<th>TOTAL RECEIPTED AMOUNT</th>
<th>GST (if included on receipt)</th>
<th>Net Amt (if applicable)</th>
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Foreign Exchange Rate: ____________________________ TOTAL PAYABLE: 0.00 0.00

APPROVALS

The information above is an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is attached. For research/project trust accounts, these expenditures are in support of the research project and in compliance with sponsor spending guidelines and donor terms.

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<tr>
<th>Prepared By</th>
<th>Faculty/Department/Unit</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Print Name</td>
<td>Signature Date</td>
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</table>

Non-employee Claimant
Budget Owner/Project Budget Owner
Independent Review (if research related)
One-Over-One (if applicable)

Complete and submit with receipts to Payment Services, 3rd Floor Materials Management Building

V. February 2016
The following fields must be completed if applicable;

- Currency of payment;

![Currency of Payment](image)

- * Attach Wire Transfer Payment Request Form; Claimants to be paid in foreign currencies must provide their banking details by attaching the Wire Transfer Payment Request form found on the SMS forms cabinet.

![Wire Transfer Payment Request Form](image)

- Non-Employee Information; Non-employee’s full name and home address must be completed. This information is used to issue and mail payment. Do not use the host department’s campus address.

![Non-Employee Information](image)

- Details of Travel; Select from the drop-down list, the most descriptive business purpose (**Required**). Provide the From and To dates of travel (**Required**). Supporting details include, but are not limited to, dates, place of travel, and name of conference/event or purpose of meeting.

![Details of Travel](image)

Click on the drop down menu and choose the most appropriate description.
If research funds are used to expense this travel payment, the Project ID, claimant's affiliation with the project and supporting details, are (** Required).

Under the Expenses section you will enter the Speed Code that applies to the expenses incurred, expense type (using the drop-down menu), the total amount on the receipt, and the GST amount on the receipt (If there is no apparent GST amount – leave blank).

NOTE: Reimbursement for the purchase of goods and services must not exceed $ 1,000 per receipt.

Note: In order to process reimbursement, a detailed receipt is required with the exception of meal or km allowance, meter parking & ground transportation under $ 75.

The form must be signed by the Non-Employee claimant, or if the claimant is no longer available, a signed letter or e-mail accompanying the form is acceptable. See page 2 of the Form for further detail on approval levels.

Save and print the form and forward to the Budget Owner or PI to be approved and processes.

For more information about how to complete Non-Employee expense claims, see page 2 of the form.