



## Harvard University NON-EMPLOYEE REIMBURSEMENT FORM

### Non-employee Reimbursement Reminders:

**Near Eastern Languages and Civilizations Department:** This form should only be used for non-employee 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 Information			
<b>Affiliation:</b> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Invited Guest</span> <span>Harvard Student</span> <span>Other:</span> </div>			<b>HUID</b>
<b>First Name</b>	<b>MI</b>	<b>Last Name</b>	<b>Email</b>
<b>Mailing Address</b>			<b>Phone</b>

**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 entities.

Signature of Reimbursee:	Date:
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Attached is an email attestation in lieu of a signature above (see Instructions on required attestation language).

### Instructions for Expense Itemizations\*

All expenses must be dated, itemized, and include receipt images or other required documentation. Goods purchased in-store should be entered in 'Other.' For 'Meals' and 'Other,' please itemize alcohol on separate lines. Receipts in a foreign currency must be converted to US dollars with exchange rate noted on receipts. See p2 for additional instructions. Please return completed form and required documentation to Soma Roy in the NELC office.

EXPENSE DATE(S) <small>*required</small>	EXPENSE DESCRIPTION <small>Include description and designation if applicable</small>	AIRFARE <small>7651/7671</small>	LODGING <small>7652/7672</small>	GROUND TRANSPORT <sup>1</sup> <small>7653/7673</small>	MEALS <sup>2</sup> <small>Business-7655/7675 Incidental-7654/7674</small>	OTHER <small>(e.g. office supplies, groceries)</small>	TOTAL
Total							

Total amount of <\$75 receipts out of Grand Total: 
Subtotal from additional pages:

GRAND TOTAL:

\*\*Use additional pages for expenses if necessary\*\*

\* B2P requestors - suggested object codes (domestic/foreign) are below each expense category.  
<sup>1</sup> Includes trains, car rentals, taxi, etc. Gas is not reimbursed - calculate U.S. mileage at <https://www.gsa.gov/travel>; foreign at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)  
<sup>2</sup> Meals and incidentals including per diem. If allowed, alcohol must be charged to 8450 and itemized as "Other."



**Harvard University  
NON-EMPLOYEE REIMBURSEMENT FORM**

REV: 04/01/2021

**Non-employee Reimbursement Reminders:**

- The form must be downloaded in order to be able to digitally sign the form.
- Receipts are required for any expenses ≥\$75.00 (Some schools may require receipts for all expenses, check with your local finance office for guidance.)
- Missing Receipt Affidavit (MRA) is required when receipt ≥\$75 are not available. MRA must be accompanied by a credit card statement showing individual's name and transaction.
- The MRA can be found at <https://travel.harvard.edu/resources>
- See instructions to process non-employee reimbursements on the B2P site: <https://b2p.procurement.harvard.edu/eprocurement-ap>

**Instructions**

- ① Reimbursee Information: Enter reimbursee information. See below regarding reimbursee signature requirements.
- ② General Description: Enter a brief description of the expense(s). Including why the expense was incurred, what the expense was, where the expense was incurred, when the expense was incurred.
- ③ Reimbursee Signature: Physically or electronically sign the form. If the form cannot be signed, see below regarding reimbursee email attestation requirements.
- ④ Expense Itemization: List expenses by category.
- ⑤ Submit signed completed form with receipts to local department/unit for processing.

**Reimbursee Signature Requirements**

If a reimbursee is unable to complete or sign the Non-employee Reimbursement (NR) form, the reimbursee may submit an email attestation with the applicable receipts.

- ① The attestation email must be from the reimbursee.
- ② Reimbursee must include all required receipts, forms, or other required documentation.
- ③ Reimbursee must include the following language in their email attestation.

EMAIL ATTESATION LANGUAGE (Cut and paste to send to reimbursee if they cannot sign the NR Form)

I certify that the expenses listed below were:  
 Incurred by me in conjunction with official Harvard University business,  
 Are accurate and comply with all applicable University policies,  
 I have included all required receipts, forms, or other documentation,  
 I am not requesting reimbursement from another source.

Reimbursee Name	Purpose of Trip or Event Include expense dates) and/or travel start/end date(s) and	Total to be Reimbursed