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

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REV: 04/01/2021

Nonemployee 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 nonemployee 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 Nonemployee 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
		0.00