

To reimburse an individual for travel or incidental out-of-pocket expenses. Do not use this form to reimburse a contractor, company or organization.

Download Form & Type into fillable fields. Select information from available drop-down lists.

Complete all fields on-line; Hand-written forms will be returned. See instructions for submission below.

Payments to Canada and USA addresses are by Cheque only. Payments to any other country are by Wire Transfer only.

Select Country: Payment Method - convert all expenses below to the currency indicated.
CAD Cheque USD Cheque Wire - Attach [Wire Transfer form](#) and specify currency:

Relationship: UofA Student: ID# Non-UofA Student Other Non-Empl
 Claimant Name:
 Suite/Apt #: Street Address:
 City: Province/State:
 Country: *select from drop-down if CAN/USA
 Email: Postal/Zip:

Details of Business Activity

Business Purpose: Event/Travel Dates: From: To:

Supporting Details:

Are expenses from Research/Specially Restricted Funds? NO YES If 'yes' complete remaining fields in section

Project/Grant ID: Claimant's Affiliation with the Project:

Expenses [Consolidate receipts & enter the combined total per Expense Type. Convert all expenses to the Currency selected above.](#)

SPEED CODE	ACCOUNT - EXPENSE TYPE <i>select expenses from drop-down list only</i>	Total Receipted Amount	GST Included (if applicable)	Net Amt (Shared Serv Use)
Foreign Exchange Rate	TOTAL PAYABLE:			

The personal information on this form is collected for the purpose of issuing payment to you, the claimant. The personal information collected will be used and disclosed in compliance with Section 33c of the Alberta Freedom of Information and Privacy Act. For further information call 780-492-6849.

Prepared by Name Faculty/Department/Unit Phone

Approval

Do NOT print and sign this form. Provide a PDF copy of an email from the Budget Owner explicitly approving the reimbursement of the specified dollar amount payable to this claimant.

The Budget Owner (approver) agrees that the information above is a 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 are in support of the research project and are compliant with sponsor spending guidelines and donor terms.

Budget Owner (Approver) Name

1. Download this form
2. Type into fillable fields
3. SAVE the form - do not PRINT, SCAN or lock this form.
4. Visit the [Staff Service Centre](#) and select the Non-Employee Reimbursement submission form from the Finance service items. Attach this form, all receipts & supporting documents in addition to the budget owner approval email.

INSTRUCTIONS: NON-EMPLOYEE REIMBURSEMENT

This form is intended to be initiated by the host unit at the University of Alberta. If initiated by the non-employee this form must be returned to the host unit to ensure completeness prior to forwarding to Shared Services

*** All employees and some guests have self-entry roles and must complete Travel and or Expense Claims on-line. Do not use this form in lieu of an on-line claim.**

USE OF THIS FORM

To issue payment to non-employees (students, visitors, guests) of the University, for eligible travel or incidental out-of-pocket expenses incurred while visiting or conducting business at the invitation of the University.

Reimbursement for the purchase of incidental, low value goods or services should be limited. Wherever possible, University employees on campus should make purchases for non-employees by utilizing established University purchasing methods or petty cash.

Type into this Fillable Form to ensure accurate address information, business purpose and expense types are selected from the drop-down lists. Incomplete and handwritten entries will be returned without processing.

To attach scanned receipts: 1) Click on the paper clip icon in the left navigation panel; 2) Click paper clip+ icon to add an attachment.

CLAIMANT INFORMATION

Select the most appropriate description of the non-employee's relationship to the University. For UofA Student, include the student ID number.

Non-employee's full name and home address, including Suite or Apartment number, must be completed - this information is used to issue and mail payment. Do not use the host department's campus address.

BANKING INFORMATION

Claimants physically located outside North America or being paid in foreign currencies (other than USD) must provide their banking details by attaching the Wire Transfer form found on the Finance, Procurement and Planning forms cabinet.

DETAILS OF BUSINESS ACTIVITY

Select the most descriptive business purpose from the drop-down list (*required*).

Provide the From and To dates of travel or the event and use the Supporting Details field to indicate the location (city) of travel and the name of the conference, workshop, meeting or other details to explain the trip or business purpose.

If expenses are for reimbursement of small dollar goods/services not related to travel, use the Supporting Details field to explain the reason for the purchase.

If research funds are used for travel expenses, the Project ID, Claimant's affiliation with the project and supporting details, are required. Supporting details include, but are not limited to, dates, place of travel, name of conference/event or purpose of meeting.

Subject to department/faculty/sponsor funding, students are eligible to claim accommodation, transportation and meal expenses for remote or international field research, sponsored study abroad programs/experiences or educational workshops/conferences to a maximum of 3 months.

Research or Survey or Clinical Trial participants may be paid up to a maximum of \$500 using this form. If in-person payments are required, petty cash must be requested.

EXPENSE DETAIL

Consolidate receipts by expense type and enter one line total per expense type per speed code in the currency of payment.

Applicable expense types are listed in the drop-down list with their appropriate 6 digit account code - Select one per line from this list.

Reimbursement for the purchase of supplies or equipment or services must not exceed \$500 per receipt.

In order to process reimbursement, a detailed receipt is required with the exception of per diem, kilometers, meter parking and ground transportation under \$75 per ride.

UofA Students may be paid a Travel Allowance up to \$500 per trip, in advance of the trip, without the requirement for receipts if: the travel is related to their education or research program; the allowance is intended to cover ground transportation/meals/ incidentals; and no further expenses for the trip will be payable to the student.

Eligible expenses paid by the University are the same for employees and non-employees - It is the responsibility of the budget owner to review eligible expenses in the **Travel Processes & Expense Procedure** and the **Expense Reimbursement Procedure on UAPPOL**

APPROVALS

Enter the name, department/faculty and phone number of the person completing the form. This person will be contacted if additional information is needed.

Type the name of the budget owner(s). Do not digitally sign or print the claim.

Obtain the budget owner's approval by email. Print the email and attach to the claim or submit with the claim as a separate PDF.

If research funds are expensed, the approving budget owner verifies the expenses are eligible under specific grant terms and conditions.

PAYMENT TERMS

Expense payments are issued to non-employees once weekly on the Wednesday following the entry of the form into Psoft by Payment Services.

Payments may be made by cheque in CAD or USD and are mailed to Canadian and USA addresses.

All other currencies are made by wire transfer to a bank in the foreign country where the claimant resides (excluding USD to banks in the USA). UofA wire fees will be charged back to the requesting department. Some receiving banks also charge wire &/or exchange fees which could be deducted from the amount received by the claimant.

Payments are mailed directly to the non-employee by Payment Services. Payments cannot be issued "in care of" a UofA mailing address, nor will cheques be forwarded to units to hand-deliver or held for pickup.

Please contact Payment Services via the Staff Service Centre if you require assistance.