

COLORADO MESA UNIVERSITY
NON-EMPLOYEE REQUEST FOR REIMBURSEMENT

Note: If paid as an independent contractor, expenses are not reimbursable.
Original receipts are required. Please make copies for your records.

Name: _____

Address: _____

Soc. Sec. #: _____ Telephone: _____

Fax: _____ E-mail: _____

Reimbursement for the following is disallowed:

- Any expenses for a spouse
- Rental car expenses
- Alcoholic beverages
- Personal phone calls, movie rentals, etc.

1. Airfare \$ _____
(Airline receipt stub required for reimbursement if paid by the candidate.)

2. Bus and Taxi fare \$ _____
(All receipt stubs are required for reimbursement if paid by the candidate.)

3. Personal vehicle _____ miles @ \$.53/mile (4WD @ \$.56/mile) \$ _____
4WD is allowed November 1st – March 31st

4. Meals: (Maximum reimbursed per day is \$54.00 – itemized receipts required)
(Note: Credit card receipts not accepted; restaurant receipts listing order details are needed.)

Date _____ Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____

Date _____ Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____

Date _____ Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____

Date _____ Breakfast \$ _____ Lunch \$ _____ Dinner \$ _____

Total Meal Expenses: \$ _____

5. Parking (Receipt required for any single parking expense over \$10.00) \$ _____

Signature of Traveler

Date

(For Colorado Mesa University Use Only)

Authorized Signature	Org. Code	Acct. Code	Amount