

**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 candidate.)

2. Personal vehicle _____ miles @ \$0.52/mile (4 WD @ \$0.55) = \$ _____
4WD is allowed November 1st – March 31st.

3. Meals: (Maximum reimbursed per day is \$56.00 – itemized receipts required)
(Note: Credit card receipts not accepted; restaurant receipts listing order details are needed.)

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

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

Total Meal Expenses: \$ _____

4. Parking (Receipt required for any single parking expense over \$25.00) \$ _____

Signature of Traveler

Date

(For Colorado Mesa University Use Only)

Authorized Signature	Org. Code	Acct. Code	Amount