



Non - Employee Travel Expense Report

This form is to be used to reimburse travel expenses to non-employees conducting University business.

Full Name: _____	Social Security Number: _____
Address: _____ _____ _____	Department: _____
	FRS Account Number: _____
Reason for travel: _____ _____ _____ _____	Destination: _____
	Points of Travel:
	Departing date : _____
	Returning date: _____

Please note: ALL expenses require original receipts to qualify under MSU's accountable plan.

- Private Car Mileage (Not car rental)	_____ miles @ _____ per mile. (University approved rate)	\$ _____
- Airfare/Train fare (Coach class only)		\$ _____
- Rental Car - Provide justification for use of rental car as opposed to public transportation.		\$ _____
- Taxi		\$ _____
- Parking - Home/Destination		\$ _____
- Lodging:		
\$ _____	per night room rate inc. taxes for _____ nights	\$ _____

- Meal Reimbursement *Attach original detail receipt for reasonable meal costs. Expenses that exceed those approved rates by more than 20% may be deemed excessive and may not qualify for reimbursement.*

Date	Breakfast	Lunch	Dinner	Total	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	\$ _____	
				Total Meals	\$ _____

Miscellaneous:	
_____	Total Miscellaneous \$ _____
	Total Reimbursement Requested: \$ _____

Certification :

I hereby request reimbursement of travel expenses detailed above and certify that these expenses were incurred when conducting Montclair State University business, there are no alcoholic beverages included in these expenses and I have not previously billed the university for these expenses.

Signature of Non-employee being reimbursed: Date:

Approvals :

Fiscal Agent: _____ **Date:** _____

Department Dean: _____ **Date:** _____

University Controller: _____ **Date:** _____

Individuals who are not employees of Montclair State University, but who incur travel related expenses during performance of official university business will be reimbursed for reasonable travel related expenses without the payment being considered taxable income provided they strictly adhere to the following:

- ✓ The individual is required to pay for their travel expenses personally and apply for reimbursement after the trip.
- ✓ Reimbursement requests must be filed timely, i.e. within 60 days of the date that the expenses were incurred.
- ✓ The individual must complete a MSU Non-Employee Travel Expense Report form.
- ✓ The form must be signed by the individual. Because it details the expenditures and includes the individual's signature, this form may substitute for an invoice for these travel expenses.
- ✓ The individual should follow as closely as possible the university's approved rate. (See the following URL for the rate; http://www.montclair.edu/facultyhandbook/travel_regulation.html). Expenses that exceed those approved rates by more than 20% may be deemed excessive and may not qualify for reimbursement.
- ✓ Only actual expenses are allowable, i.e. per diem rates are not permissible. **Original** receipts will be required for **all** expense reimbursement items. (other than baggage-handling tips).
- ✓ Tips and gratuities should be reasonable and should be included in the related receipt.
- ✓ Reimbursement for hotel room movies, laundry, phone and internet services are not allowed. Such services are considered to be personal costs, not business costs.
- ✓ Cost of alcoholic beverages of any type will not be reimbursed.
- ✓ If **original detailed** receipts are not provided then a 1099 will be issued and the reimbursement may be considered gross income to the individual.