Independent contractors | Expense reimbursement form

Section I General information

Service provider name: _____

Home address: _____

Email address: _____

Public purpose served – completed by ASU official: Explain how the university benefited from the public funds expenditure.

_____

_____

_____

Attach all itemized receipts, the meeting brochure, the agenda or other relevant support to the payment coded to the appropriate Spend Category. Worktag examples include: Cost Center plus Program; and Gift, Grant or Project.

Worktag to be charged: _____

Section II Expense reimbursements | Completed by service provider

Date and time of: Arrival _____

Departure _____

Transportation cost | Attach the passenger copy of airline ticket or travel agency invoice. $ _____

Lodging cost | Attach original receipts. $ _____

Meals | Receipts are required if total meal/incidental expenses exceed $46 per day. $ _____

Date	Breakfast	Lunch	Dinner	Total

Total meal and lodging expenses should not exceed allowed rates for Maricopa County. Charges over those allowed under ASU travel policies will require written justification and may, at the discretion of Financial Services, require dean, provost, vice provost or vice president approval. Review the Financial Services My ASU TRIP manual for current lodging rates.

Other costs | Include specifics such as airport limo; attach original receipts if $25 or more.

_____ $ _____

_____ $ _____

Total expense reimbursement $ _____

I certify that the above is complete and accurate. Any expenses paid directly to or on behalf of me by ASU, such as an advance of fees or airline ticket, have been excluded from the above expense reimbursement calculation. If payment is to be charged against federal funds, I agree and certify that I am not currently employed by the federal government.

_____ _____

Service provider signature Date

Section III Completion of service certification | Completed by ASU official

_____ _____

Signature and title of ASU official acknowledging completion of services Date