Non-Employee Expense Certification

Instructions for department delegates

- It is an audit requirement that reimbursed expenses are certified by the person who incurred them.
- Attach this completed form to an expense report.

Non-Employee Traveler Information

Name_____ **Temporary ID#**_____

Expense Report # _____ **Travel Authorization #**_____

◯ **Student ID#** _____ ◯ **Prospective Employee** ◯ **Other/Non-Employee**

Expense Details

Expense Description	Expense Date	Amount
Total Reimbursement		$ 0.00

I certify the expenses above are true and correct and were incurred by me while on University business on the dates shown. I also certify that the expenses claimed as reimbursable were not for personal gain or considered unallowable according to the University guidelines. In the event of overpayment, I assume responsibility for repaying the University immediately.

Signature_____ **Date**_____