



NON-EMPLOYEE TRAVEL EXPENSE PAYMENT

To be used for travel related expenses of **individuals** only - a company or organization must issue an invoice with receipts to UofA

Currency of Payment: CAD USD Foreign Currency - Specify: * attach Wire Transfer Payment Request form

NON-EMPLOYEE INFORMATION (CAD and USD cheques will be issued and mailed to name and home address indicated below)

Claimant Name: _____
Address: _____
City: _____ Province/State: _____
Postal/Zip Code: _____ Country: _____

DETAILS of Travel

Business Purpose: _____ Dates of Travel (MM/DD/YYYY) From: _____ To: _____
Are expenses from Research/Specially Restricted Funds? NO YES If 'Yes' complete the remaining fields in this section

Project/Grant ID: _____

Claimant's Affiliation
with the Project:

Supporting Details:

EXPENSES (consolidate receipts by expense type; convert to currency of payment; enter one total per expense type; attach receipts)

SPEED CODE	EXPENSE TYPE (select option from drop-down list only)	TOTAL RECEIPTED AMOUNT	GST (if included on receipt)	Net Amt (SMS Use)
Foreign Exchange Rate:		TOTAL PAYABLE:		

APPROVALS

The information above is an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is attached. For research/project trust accounts, these expenditures are in support of the research project and in compliance with sponsor spending guidelines and donor terms.

	Printed Name	Faculty/Department/Unit	Phone Number
Prepared By			
	Printed Name	Signature	Date
Non-employee Claimant			
Budget Owner/Project Budget Owner			
Independent Review (if research related)			
One-Over-One (if applicable)			

The personal information on this form is collected for the purpose of issuing payment to you, the claimant. The personal information collected will be used and disclosed in compliance with Section 33c of the Alberta Freedom of Information and Privacy Act. For further information call 780-492-6849.

Complete and submit with receipts to Payment Services, 3rd Floor Materials Management Building

INSTRUCTIONS: NON-EMPLOYEE TRAVEL EXPENSE PAYMENT FORM

This form is intended to be initiated by the host unit at the University of Alberta, who may forward to the non-employee for signature - this form must be returned to the host unit to ensure completeness prior to forwarding to Payment Services

*** All employees and some guests have self-entry roles and must complete Travel and or Expense Claims on-line. Do not use this form in lieu of an on-line claim.**

USE OF THIS FORM
* To issue payment to non-employees of the University for eligible out-of-pocket expenses incurred while visiting or conducting business at the invitation of the University.
* Definition of Non-Employee: An <u>individual</u> with a temporary business relationship with the University, such as speaking, attending a lecture, meeting, workshop or research collaboration. Non-employees do not receive employment income from the University nor are they covered under any collective agreements at the University.
* Payment to a company, organization or association cannot be made using this form. The company, organization or association must issue an invoice with receipts attached to the University.
* Form should be completed online to ensure accurate business purpose and expense types are selected from the drop-down lists. Incomplete forms will be returned without processing.
* Form is submitted to Payment Services, 3rd FI Supply Management Services for processing through accounts payable
CLAIMANT INFORMATION
* Non-employee's full name and home address must be completed - this information is used to issue and mail payment. Do not use the host department's campus address.
BANKING INFORMATION
* Claimants to be paid in foreign currencies must provide their banking details by attaching the Wire Transfer Payment Request form found on the SMS forms cabinet.
DETAILS OF TRAVEL
* Select from the drop-down list the most descriptive business purpose <i>(required)</i> .
* Provide the From and To dates of travel <i>(required)</i> .
* If research funds are used to expense this travel payment, the Project ID, Claimant's affiliation with the project and supporting details, are required. Supporting details include, but are not limited to, dates, place of travel, name of conference/event or purpose of meeting.
EXPENSE DETAIL
* Consolidate receipts and enter one line total per expense type per speed code in the currency of payment.
* Applicable expense types are listed in the drop-down list with their appropriate 6 digit account code - Select one per line from this list.
* Reimbursement for the purchase of incidental, low value goods or services should be limited to a claimant who has travelled "away" from the University campus on University business. Wherever possible, University employees on campus should make purchases for non-employees by utilizing established University purchasing methods or petty cash.
* Reimbursement for the purchase of goods and services must not exceed \$500 per receipt.
* In order to process reimbursement, a detailed receipt is <u>required</u> with the exception of meal or km allowance, meter parking & ground transportation under \$75.
* Eligible expenses paid by the University are the same for employees and non-employees - It is the responsibility of the budget owner to review eligible expenses in the Travel Expense Procedure on UAPPOL
APPROVALS
* This form is to be signed by the non-employee claimant, or if the claimant is no longer available, a signed letter or email accompanying the form is acceptable.
* Form must be signed by the budget owner(s)
* If research funds are expensed, form must be reviewed and signed by Independent Review who verifies expenses are eligible under specific grant terms and conditions
* Tri-Council requires one-over-one approval (Dean, Chair, Director etc) of the Budget owner for all travel expense payments to non-employees
PAYMENT TERMS
* Expense payments are issued to non-employees once weekly on the Wednesday following the processing of the form.
* Payments may be made by cheque in CAD or USD and are mailed to Canadian and USA addresses.
* All other currencies are made by wire transfer to a bank in the foreign country where the claimant resides (excluding USD to banks in the USA).
* Payments are mailed directly to the non-employee by Payment Services. Payments cannot be issued "in care of" a UofA mailing address, nor will cheques be forwarded to units to hand-deliver or held for pickup
Please contact Payment Services at customerservice@sms.ualberta.ca if you require assistance.