



NON-EMPLOYEE TRAVEL EXPENSE PAYMENT

TO BE USED FOR TRAVEL RELATED EXPENSES OF NON-EMPLOYEES OF THE
UNIVERSITY OF ALBERTA

Vendor ID: _____ Currency of CAD Foreign - Specify: _____
(SMS Use Only) Payment: USD *attach Wire Transfer Payment Request form
for foreign currencies

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

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

DETAILS of Business

Business Purpose: **Research Related** Yes, Details provided below No
 Project ID: _____

Claimant's Affiliation with the Project: _____

Supporting Details: _____

Expense Detail (supported by receipts)

SPEED CODE	RECEIPT DATE (MM/DD/YY)	EXPENSE TYPE <i>(select from drop-down list)</i>	TOTAL RECEIPT AMOUNT	GST <i>(on Receipt)</i>	Net Amt <i>(SMS Use)</i>
TOTALS:					

Show currency exchange rate if other than CAD **Amount Due to Claimant**

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	Signature	Date
Non-employee Claimant			
Financial Authority			
Internal Control <i>(if research related)</i>			
One-Over-One <i>(if applicable)</i>			

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

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 individual 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
- * 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 Fl 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

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 BUSINESS

- * Select from the drop-down list the most descriptive business purpose.
- * 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

- * Applicable expense types are listed in the drop-down list with their appropriate 6 digit account code - Select one per line
- * 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. University staff on campus should make purchases wherever possible by utilizing established University purchasing methods or petty cash.
- * Reimbursement for the purchase of goods and services must not exceed \$1,000 per receipt
- * All receipts must be attached to support the claim, with the exception of per diem, kilometers and meter parking
- * Eligible expenses paid by the University are the same for employees and non-employees - It is the responsibility of the account holder 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 accompanying the form is acceptable.
- * Form must be signed by the account holder(s) (financial authority)
- * If research funds are expensed, form must be reviewed and signed by internal control
- * Tri-Council requires one-over-one approval (Dean, Chair, Director etc) of the Financial Authority 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.