

# Non-Employee Travel Expense

**\*\* For AP Use Only \*\***

Banner Invoice #

**Section 1: This form is to be used for non-employees to process reimbursements for overnight travel once the official University business has occurred (Domestic and International). Note: Travel encumbrances are not required for candidates or guest speakers.**

Date: \_\_\_\_\_ Encumbrance No.: \_\_\_\_\_  
 Traveler's Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Apt/Unit: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_ Department Name: \_\_\_\_\_  
 Travel Destination: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_  
 (City & State)  
 Conference Name: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_

**Section 2: Description of Expenses (For more information please visit: [Travel Policy](#))**

Date(s)	Items	Description of Expense (In Detail) (Examples: Hotel name, Conference, Registration, Airline name)	Miles Only	<a href="#">2025 IRS Mileage Rate</a>	Line Totals(s)
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	
				.70	

**Please note:** Meals included as a part of the registration fee are deducted from the per diem payment.

**Federal Per Diem Rates:** [US per diem rates](#), [Foreign per diem Rates](#)

(Please attach original itemized receipts)

Grand Total:

**Section 3: Account Information** (Account # 7215 for mileage expenses, Account # 7216 for all other travel expenses and employee travel, Account # 7217 for Student travel)

Index #	Fund #	Organization #	Account #	Program #	Approved Amount \$

**Section 4: Signature & Consent**

I hereby certify that the travel and expenses indicated hereon, where incurred to accomplish official business pursuant to the travel authority granted to me by the Encumbrance number noted above:

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 5: Appropriate Approvals (Print and Sign)**

Department Head / Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Grants: \_\_\_\_\_ Date: \_\_\_\_\_

Accounts Payable: \_\_\_\_\_ Date: \_\_\_\_\_