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PROCUREMENT SERVICE CENTER

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Non-Employee Reimbursement (NR) ^[1]

Effective Date: 1/1/2015

Purpose

Used, in accordance with the PSC Procedural Statement Travel, to reimburse a non-employee or student for travel or other expenses related to official university business. Do not use the NR form to reimburse an independent contractor as per the PSC Procedural Statement Scope of Work (SOW)/Independent Contractor.


Note: To reimburse an employee or regent, create a Travel Reconciliation expense report in the Concur Travel & Expense System.

Related Procedures

- [Travel](#) ^[2]
- [Scope of Work \(SOW\)/Independent Contractor](#) ^[3]

Download the Non-Employee Reimbursement form below

Files:

 [form-nr.xlsx](#)^[4]

Source URL: <http://www.cu.edu/psc/forms/non-employee-reimbursement-nr>

Links:

[1] <http://www.cu.edu/psc/forms/non-employee-reimbursement-nr>

[2] <http://www.cu.edu/psc/psc-procedural-statement-travel>

[3] <http://www.cu.edu/psc/procedures/scope-of-work-independent-contractor>

[4] <http://www.cu.edu/sites/default/files/policies/40555-non-employee-reimbursement-nr/files/form-nr.xlsx>