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PROCUREMENT SERVICE CENTER

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[Home](#) > Non-Employee Reimbursement (NR)

Non-Employee Reimbursement (NR) ^[1]

Effective Date: 1/1/2017

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 Links

- [Travel](#) ^[2]
- [Scope of Work \(SOW\)/Independent Contractor](#) ^[3]
- [International Payments: Required Documentation](#) ^[4]
- [Looking Up Payments in the PeopleSoft Finance System](#) ^[5]

Download the Non-Employee Reimbursement form below

Files:



[Non-Employee Reimbursement \(NR\)](#)^[6]

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/collaborative-hr-services/cu-campuses/scope-work-sow/employee-services-procedural-statement>

[4] <http://www.cu.edu/employee-services/policies/international-ap-payments>

[5] <http://www.cu.edu/controller/looking-payments-finance-system>

[6] <http://www.cu.edu/sites/default/files/policies/40555-non-employee-reimbursement-nr/files/form-nr010117mileagerate.xlsx>