

## **Non-Employee Reimbursement-International (NRI)** <sup>[1]</sup>

**Effective Date: 01/01/2025 (Updated the form for new mileage rates in 2025)**

### **Purpose**

To reimburse travel/other expenses incurred by non-employees, or to refund money paid to the University of Colorado by non-employees, when the payments are (1) to non-U.S. persons, or (2) to non-U.S. addresses.

### **Note:**

- To reimburse or refund non-employees who are U.S. persons with a U.S. address, use the Non-Employee Reimbursement report in Concur.
- To reimburse Independent Contractors operating under Scope of Work (SOW) procedures, use the Payment Voucher or Purchase Order associated with the SOW.

### **Related Links**

- [Travel](#) <sup>[2]</sup>
- [Scope of Work \(SOW\)/Independent Contractor](#) <sup>[3]</sup>
- [International Payments: Required Documentation](#) <sup>[4]</sup>
- [Refunds vs. Reimbursements](#) <sup>[5]</sup>
- [Looking Up PAs and NRIs \(Payments in the Finance System\)](#) <sup>[6]</sup>
- [Creating a Non-Employee Reimbursement Report](#) <sup>[7]</sup>

**Download the Non-Employee Reimbursement-International form below**

### **Files:**



[Non-Employee Reimbursement-International \(NRI\)](#) <sup>[8]</sup>

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

### **Links**

[1] <https://www.cu.edu/psc/forms/non-employee-reimbursement-nr> [2] <https://www.cu.edu/psc/psc-procedural-statement-travel> [3] <https://www.cu.edu/psc/collaborative-hr-services/cu-campuses/scope-work-sow/employee-services-procedural-statement> [4] <https://www.cu.edu/docs/international-ap-payments> [5] <https://www.cu.edu/psc/refunds-vs-reimbursements> [6] <https://pschelp.cu.edu/s/article/Payment-Status-Looking-Up-PAs-and-NRIs-in-FIN> [7] <https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report> [8] <https://www.cu.edu/sites/default/files/policies/40555-non-employee-reimbursement-international-nri/files/form-nri-010125-mileage-rate-effective-jan-1-25.xlsx>