

NON-EMPLOYEE EXPENSE WORKSHEET

Columbia University in the City of New York OFFICE OF THE CONTROLLER	PAYEE NAME	INVOICE #
ALERT - Before you pay a non-resident alien you must determine payment eligibility based on visa status. <i>(Click for more details)</i>		

NON-EMPLOYEE DETAILS <i>(All Fields Required)</i>		
Name		
Email		
Phone		
Dates of Visit		to
Purpose of Visit		

DESCRIPTION OF EXPENSES			UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSE (1 RECEIPT PER LINE)		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
TOTALS			\$0.00	\$0.00

Instructions (form is best completed with a PDF viewer, not a web browser)

1. Enter required information in the "Non-Employee Details" boxes above.
2. Enter itemized expenses, one receipt per line. Identify the date of purchase, a brief description, and list the dollar amount in Column A ("Unsegregated Expenses").
3. Compile this form, receipts, and proof of payments to reimbursements@math.columbia.edu.
4. For additional information and policies, please visit our [website](#).