

## NON-EMPLOYEE EXPENSE WORKSHEET

<b>Columbia University in the City of New York</b> OFFICE OF THE CONTROLLER	PAYEE NAME Jane Q. Doctor	INVOICE #
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**ALERT - Before you pay a non-resident alien you must determine payment eligibility based on visa status.**

NON-EMPLOYEE DETAILS (All Fields Required)	
Name	Jane Q. Doctor
Email	<a href="mailto:janeqdoctor@math.somewhere.edu">janeqdoctor@math.somewhere.edu</a>
Phone	888-555-5555
Dates of Visit	July 13-14, 2016
Purpose of Visit	Speaker in Topology seminar and collaboration with Prof. Faculty Member

DESCRIPTION OF EXPENSES			UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSE (1 RECEIPT PER LINE)		
1	06/15/16	Delta airlines, roundtrip airfare	\$ 323.49	
2	07/12/16	Taxi to airport	\$ 32.12	
3	07/13/16	Breakfast (no alcohol)	\$ 12.45	
4	07/14/16	Lunch (no alcohol)	\$ 22.45	
5	07/15/16	Taxi to airport	\$ 43.55	
6	07/15/16	Taxi from airport to home	\$ 37.68	
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<b>TOTALS</b>			<b>\$471.74</b>	<b>\$0.00</b>