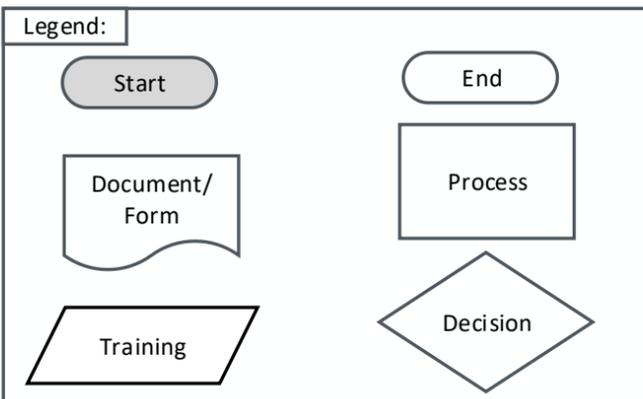
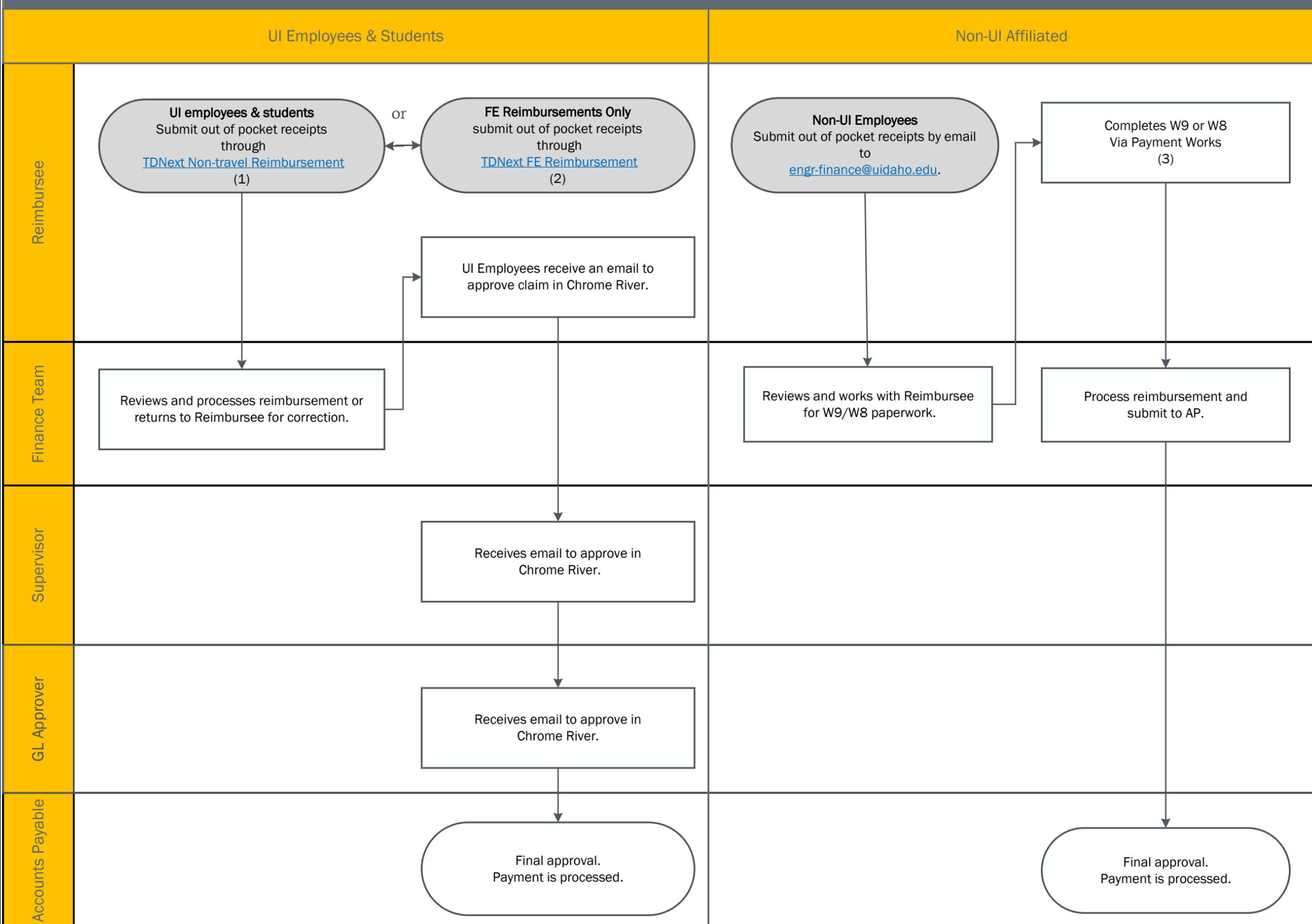


Non-travel & FE Reimbursements



Notes:

- For food purchases you must also include an [Entertainment Expense Form](#).
- Receipt is not the email you received from NCEES, rather you must log into your NCEES account and download the receipt in pdf format.
- If a new vendor set-up is required Financial Team will work with reimbursee to complete W9 or W8 paperwork via Payment Works.

FILENAME	
Reimbursements BP	
DRAWN BY	REVISED
Sue Branting	12/1/2022