• A Non-Employee Reimbursement Form should be used by individuals requesting reimbursement for expenses incurred while completing official Harvard business.

• Reimburserees must follow Harvard and IRS accountable plan rules in order for the reimbursement to be excluded from their gross income.

• The following are not considered non-employee reimbursements:
  – Honoraria, prizes, fellowships, awards or other types of income
  – Suppliers and/or independent contractors, billing for services or products should include the expenses in an invoice to Harvard.

To Claim Reimbursement:

• Reimburserees must submit to the School or Unit:
  – Receipts,
  – Completed B2P Non-Employee Reimbursement Form,
  – Signature (physical or digital) on the B2P Non-Employee Reimbursement Form or e-mail attestation (see next page for language and requirements).

• Schools and Units will attach the above materials to the B2P Electronic Non-Employee Reimbursement request.
If a reimbursee is unable to complete or sign the Non-Employee reimbursement form, the reimbursee may submit an email attestation with the applicable receipts.

- Attestation email must be from the reimbursee
- Reimbursee must include all required receipts, forms or other required documentation
- Reimbursee must include the following language in their email attestation

**EMAIL ATTESTATION LANGUAGE**

I certify that the expenditures listed below were:

- Incurred by me in conjunction with official Harvard University business,
- Are accurate and comply with all applicable policies,
- I have included all required receipts, forms or other required documentation,
- I am not requesting reimbursement from any other source.

<table>
<thead>
<tr>
<th>Reimbursee Name</th>
<th>Purpose of Trip or Event (Please include expense dates and / or travel start and end dates and destination, if applicable)</th>
<th>Total to be Reimbursed (USD)</th>
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