



# UNIVERSAL EXPENSE FORM

**NOTE: RECEIPTS MUST BE SUBMITTED WITHIN 30 DAYS OF THE DATE EXPENSE INCURRED!**

### EMPLOYEE TYPE OR AFFILIATION

- Harvard Employee
- Affiliate/Harvard Student/Casual/Stipend- Complete Non-Employee Section
- Invited Guest/Visitor –Complete Non-Employee Section

### PAYMENT TYPE (CHECK ONLY ONE)

- Out of Pocket
- American Express Corporate Card

### Reimbursement Method (Check only one)

- Direct Deposit
- Paper Check

Date:

Harvard ID#:	Reimbursee or Cardholder Name: <input style="width: 90%;" type="text"/>	Web Voucher/PO#:
<b>Non-Employees Complete This Section.</b>	Social Sec/Tax ID#: <input style="width: 90%;" type="text"/>	US Citizen or Permanent Resident: ____ Yes ____ No Permanent Residents --- Resident alien card # _____ If you are not a US Citizen or Permanent Resident, provide: Visa Type: _____ Country of Tax Residency: _____

**BUSINESS PURPOSE** (Detailed reason for expenditure. For travel or entertainment, include person and/or organization visited and location. Also include expense date range. List additional business purposes on page 2.)

Date(s) of expense(s)

#	Date(s)	Description
#1		Guest Speaker in Harvard Inequality Seminar Series. Topic: <input style="width: 80%;" type="text"/>
#2		
#3		
#4		
#5		

### SUMMARY OF EXPENSES (Room for additional expenses in available on page 2)

Business Purpose#	Description (date, detail, etc...)	Air/Rail Travel	Ground Trans.	Lodging	Business Meals	Other	Total
#1							
	<i>Subtotals from page 2, if applicable:</i>						
	<b>LESS ADVANCES</b>						
	<b>EXPENSE REPORT TOTAL:</b>						\$
	<b>TOTAL AMOUNT OF RECEIPTS UNDER \$75</b>						\$

REIMBURSEE: I certify that these are all legitimate Harvard University business expenses.

SIGNATURE:  Date:

Reimbursee Permanent Legal Address:

Reimbursee Check Mailing Address, if different than Legal:

I have reviewed these expenses and all are in accordance with University and Tub policy.

Preparer: \_\_\_\_\_ Phone: \_\_\_\_\_ Approver: \_\_\_\_\_

(PRINT) (SIGNATURE)