HARVARD UNIVERSITY

UNIVERSAL EXPENSE FORM

EMPLOYEE TYPE OR AFFILIATION

- ☐ Harvard Employee
- ☐ Affiliate/Harvard Student/Casual/Stipend - *complete shaded areas*
- ☐ Invited Guest/Visitor - *complete shaded areas*

PAYMENT TYPE

- ☐ Out of Pocket
- ☐ GE Corporate Card

Date:	Reimbursee or Cardholder Name:	**Web Voucher/PO#:**
Social Sec/Tax ID#:	Harvard ID#:	US Citizen or Permanent Resident: ☐ Yes ☐ No Permanent Residents indicate Resident Alien card # If you are not a US Citizen or Permanent Resident Alien, provide: Visa Type: Country of Tax Residency:

BUSINESS PURPOSE(S)

	Date(s) of Expense(s)	(Detailed reason for expenditure. For travel, indicate PRIMARY purpose of trip and include person and/or organization visited and location. Also include expense date range.)
#1		
#2		
#3		
#4		
#5		

SUMMARY OF INDIVIDUAL EXPENSES

Business Purpose # (from above)	Description of Expense (e.g. air travel, lodging, meals, books, office supplies, etc.)	Total
	EXPENSE REPORT TOTAL:	$ -

TOTAL AMOUNT OF RECEIPTS UNDER $75:

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

SIGNATURE: **DATE:**

ACCOUNT TO CHARGE:

(e.g. my research acct, Italian lecture budget, Clark Fund, Instructional lunches, etc.)

Reimbursee Permanent Legal Address:

Reimbursee Check Mailing Address (if different than Permanent Legal Address):

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

Preparer: _____ *Phone:* _____ *Approver:* _____

(Please Print) ***(Signature)***