

## NON-EMPLOYEE EXPENSE WORKSHEET

<b>Columbia University in the City of New York</b> OFFICE OF THE CONTROLLER	PAYEE NAME	INVOICE #
<b>ALERT - Before you pay a non-resident alien you must determine payment eligibility based on visa status.</b> (Click for more details)		

NON-EMPLOYEE DETAILS (All Fields Required)			
Name			
Email			
Phone			
Dates of Visit		to	
Purpose of Visit			

DESCRIPTION OF EXPENSES			UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSE (1 RECEIPT PER LINE)		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$0.00</b>

**Instructions:**

1. Please fill in all fields in the "Details" box above.
2. Enter expenses, one receipt per line
3. Compile this form, receipts, proof of payments, a signed W8-BEN or W-9, forward all attachments in a single email to [reimbursements@math.columbia.edu](mailto:reimbursements@math.columbia.edu) for processing.
4. For W-8BEN and W-9 instructions and other policies, please visit our [website](#).