

## NON-EMPLOYEE EXPENSE WORKSHEET

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

DESCRIPTION OF EXPENSES			UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSE		
1	06/15/16	Delta airlines, roundtrip airfare	\$323.49	
2	07/12/16	Taxi to airport	\$32.12	
3	07/13/16	Breakfast (no alcohol)	\$12.45	
4	07/13/16	Lunch (no alcohol)	\$22.45	
5	07/14/16	Dinner (no alcohol)	\$34.87	
6	07/15/16	Taxi to airport	\$43.55	
7	07/15/16	Taxi home	\$37.68	
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<b>TOTALS</b>			<b>\$506.61</b>	<b>\$0.00</b>

Example

### Non-Employee Details

Payee Name	Jane Q. Doctor
Dates of Visit	July 13-14, 2016
Purpose of Visit	Speaker in Topology Seminar
Email	janeqdoctor@math.somewhere.edu
Phone	888-555-1234