



Independent contractor's expense reimbursement form

Section one: General information

Service provider:
Home address:
Email address:
Phone number:

To be completed by an ASU official: Explain the public purpose served and how the university benefited from the public fund's expenditure.

Official Law School Visit for Admitted Student Program or Individual Admit Visit

Attach all itemized receipts like the agenda, meeting brochure or other relevant items that support the payment code to the appropriate spend category. Worktag examples include "Cost Center" + "Program, Gift, Grant or Project."

Worktag to be charged: D1711

Section two: Expense reimbursements — completed by the service provider

Date and time of the Arrival: Departure:

Transportation cost: Attach the passenger copy of the airline ticket or travel agency invoice. \$

Lodging cost: Attach original receipts. \$

Meals: Receipts are required if the total meal or incidental expenses exceed \$50 per day. \$

Table with 5 columns: Date, Breakfast, Lunch, Dinner, Total

Total meal and lodging expenses should not exceed the allowed rates for Maricopa County or the rates of the location where university business was conducted if it was outside Maricopa County.

Other costs: Includes miscellaneous expenses like taxis. Attach the original receipts for any item that is \$50 or more.

\$

\$

Total expense reimbursement \$

I certify that the above is complete and accurate. Any expenses paid directly to or on behalf of me by ASU, like an advance of fees or airline ticket, have been excluded from the above expense reimbursement calculation.

Service provider signature

Date

Section three: Completion of service certification — completed by an ASU official

Signature and title of the ASU official acknowledging the completion of services

Date