



HARVARD UNIVERSITY

B2P Non-Employee Reimbursements

- A Non-Employee Reimbursement Form should be used by individuals requesting reimbursement for expenses incurred while completing official Harvard business.
- Reimbursees must follow Harvard and IRS accountable plan rules in order for the reimbursement to be excluded from their gross income.
- The following are not considered non-employee reimbursements:
 - Honoraria, prizes, fellowships, awards or other types of income
 - Suppliers and/or independent contractors, billing for services or products should include the expenses in an invoice to Harvard.

To Claim Reimbursement:

- **Reimbursees must submit to the School or Unit:**
 - Receipts,
 - Completed [B2P Non-Employee Reimbursement Form](#),
 - Signature (physical or digital) on the [B2P Non-Employee Reimbursement Form](#) or e-mail attestation (see next page for language and requirements).
- **Schools and Units** will attach the above materials to the B2P Electronic Non-Employee Reimbursement request.

buy²pay B2P Non-Employee Reimbursements

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If a reimbursee is unable to complete or sign the Non-Employee reimbursement form, the reimbursee may submit an email attestation with the applicable receipts.

- ❖ Attestation email must be from the reimbursee
- ❖ Reimbursee must include all required receipts, forms or other required documentation
- ❖ Reimbursee must include the following language in their email attestation

EMAIL ATTESTATION LANGUAGE

I certify that the expenditures listed below were:

- Incurred by me in conjunction with official Harvard University business,
- Are accurate and comply with all applicable policies,
- I have included all required receipts, forms or other required documentation,
- I am not requesting reimbursement from any other source.

Reimbursee Name	Purpose of Trip or Event <small>(Please include expense dates and / or travel start and end dates and destination, if applicable)</small>	Total to be Reimbursed (USD)