

EXPENSE REIMBURSEMENT FOR NON-WORKERS

LSUS AS541-NW

Complete this form to request reimbursement of non-travel University expenses for non-employees.
Please attach the itemized receipts as supporting documentation.

DEPARTMENT		REQUEST DATE	
CONTACT		PHONE	

PAYEE NAME	
MAILING ADDRESS	
RELATIONSHIP TO LSUS	
PURPOSE OF PURCHASE	

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
TOTAL REIMBURSEMENT			

PROGRAM/GRANT/GIFT/PROJECT NUMBER AND NAME	AMOUNT
TOTAL REIMBURSEMENT	

NOTE: This form does not require a signature approval. Once Accounting Services has entered it as a supplier invoice, the transaction will route for approvals in Workday.