This is a form for Non-Employee Travel Reimbursement Expense Report. The form includes fields for name, relationship to institution, explanation for other, address, business meal attendees, purpose of trip, city, state, and zip code. It also includes a section for transportation and miscellaneous expenses with fields for date, location, mileage, per diem, lodging, meals, and exchange rate. Additional fields include air, parking, taxi, registration, and transportation and miscellaneous expense. The form also contains instructions for completing it and a section for travel G/L numbers and department authorized signature. The bottom of the form includes a warning about check handling and a reminder to read the non-employee travel cover sheet for instructions.