

Instructions:

The Institute requires certain criteria to be met before allowing any non employee travel expenses under the Institute's Accountable Plan. Non employees must provide a service that is beneficial to the Institute and fulfill a valid business purpose to the Institute in order for the payee to receive a tax-free reimbursement. For more information, see *Non Employee Travel Policy* at http://procurement.caltech.edu/policies_procedures

To submit, please go to <https://help.caltech.edu> or log in to <https://access.caltech.edu> and select *Caltech Help*. Create a ticket by selecting the following drop down menus: *Procurement > Supplier Management > Add/Update PCard Traveler*. Attach the completed form and an invitation/offer letter if available to the ticket.

Section 1 – Traveler Information:

Traveler's Name (First and Last):

Section 2 – Trip Details:

Trip Start Date:

Trip End Date:

Trip/Business Purpose:

**business purpose should substantiate why expenses are necessary, reasonable and appropriate for the institute.*

Description of Costs to be Paid: