The University of Georgia
Accounts Payable
Non-Employee Payment Form
Click here for guidance on paying an individual

1. Payee Name: ____________________________

2. Payee Address: ____________________________

3. University assigned Vendor Number (VN):
________________________________________________________________________

4. Is Payee a US Citizen or Permanent Resident
   Yes [ ] No [ ] If No, click here for requirements

5. Is the individual going to receive a fee for services associated with this visit?
   Yes [ ] No [ ]

6. Is this individual currently enrolled as a student at UGA?
   Yes [ ] No [ ] Why ask this?

7. Has the individual been employed by UGA within the last 24 months?
   Yes [ ] No [ ] Why ask this?

8. Business Purpose: ____________________________

________________________________________________________________________

Payment Categories (please select all that apply)

☐ Payment for services rendered
   (limited to $2499.99 or less for physical services with some exceptions)

   $ ____________________

   Date(s) services performed
   ____________________________

   Describe type of service performed
   ____________________________

☐ Reimbursement of valid University expenses incurred

   Date(s) travel occurred
   ____________________________

   ________ miles at ________ /mile (click here for current mileage rates) $ __________

   ________ days of full per diem ________ per diem rate (click for per diem rates) $ __________

   First day of travel per diem rate
   $ __________

   Last day of travel per diem rate
   $ __________

   Other expenses (receipts required)
   $ __________

☐ Fellowship

   $ __________

   Grand Total $ __________

Signature of Payee ____________________________ Date ____________________________
(not required if invoice attached)

Services outlined above were purchased in accordance with provisions of the University's Finance and Administration Policies and Procedures. Additionally, for any reimbursement of travel expenses for non-employees, I certify these expenses are paid in accordance with the University's non-employee travel reimbursement policy.

Signature ____________________________ Date ____________________________
Approved for Payment