

When completing the Non-Profiled Payee Travel and Business Expense Worksheet for either the SCALE application or for reimbursement request, please take special note for the following sections.

1. **Prepared by First and Last Name** – must be your name.

Prepared by First and Last Name:

2. **Payee Name** – must be your name

Payee Name

3. **Vendor Type** – is “Student Non-Employee”

Vendor Type

4. **Report Name** – should follow the following format:  
First Last – uni – SCALE – Conf. Start Date

Report Name

5. **Report Purpose** – must be Conference

Report Purpose

6. **Detailed Business Purpose** – must indicate the Conference you attended and whether you are a presenter or participated as solely an attendee

Detailed Business Purpose

