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.

2. **Payee Name** – must be your name.

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

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

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

6. **Detailed Business Purpose** – must indicate the Conference you attended and whether you are a presenter or participated as solely an attendee.
7. **The following Expense Types are prioritized:**
   a. Air Fare, Car Rental, Conference/Seminar/Training Fees, Ground Transportation, Hotel Lodging, Printing/Photocopying,
   b. Food costs
      i. For application and budget proposal, requests for food expense should be submitted as a per diem request
      ii. For reimbursement, requests for food expense should be submitted as an Individual Meal for every meal being submitted

8. **Expense Distribution** – can be left blank.