

CMCI Non-Employee Reimbursement (NR) Procedures

To reimburse an individual who is not employed at the University of Colorado, please:

1. Submit the [Non-Employee Reimbursement Form](#) with all the relevant expenses and mailing information.
 - a. NOTE: This only applies to US citizens with a domestic mailing address.
 - b. It is crucial to ensure the address provided is correct, as a check will be mailed to the individual.
2. Email the receipts directly to us a cmcifinance@colorado.edu.

If the individual is a non-US citizen or a US citizen who lives abroad:

1. Download and complete the [International Non-employee Reimbursement \(NRI\) worksheet](#) from PSC's website.
2. For the "Organizational Unit Contact Information Fields" use:
 - a. Organizational Unit: CMCI
 - b. Contact Person: Emilia Gaeta
 - c. Campus Phone: 303-735-0381
 - d. Campus Mailbox: UCB 200
 - e. Email address: cmcifinance@colorado.edu
3. Once you've filled out the NRI worksheet, email it to Emilia at cmcifinance@colorado.edu.

Once submitted, NRs will be processed within 2-4 business days. The payments should be received by the payee within 2 weeks. NRIs take longer to process since they require additional approval. To check on the status of NR, please email us.

Questions? Contact us anytime at cmcifinance@colorado.edu