

## E-Reimbursement Form

*Please submit this form (and receipts) to Amy Bell in the ISyE department office (ME 3270)*

**Does this submission comply with the 90-day submission policy?** All e-reimbursements expenses must be submitted within 90 days of when they occurred. For travel, it's the last day of business travel. Expenses older than 90 days will not be paid. E-reimbursement approvers and auditors are not authorized to make exceptions to this policy.

**First Name (please print):** \_\_\_\_\_

**Last Name (please print):** \_\_\_\_\_

**Purpose of trip or purchase:**

\_\_\_\_\_

\_\_\_\_\_

**Funding to be used:** \_\_\_\_\_

**Faculty/PI/Center Director signature approval:** \_\_\_\_\_  
(if claimant is not a PI)

**How did you pay for this expense?**

- Personal Credit Card or cash
- Department P-Card
  - Limin Tang
  - David Kantor

**=====THIS SECTION IS FOR TRAVEL EXPENSES ONLY=====**

*All documentation from the trip is required,  
including pre-paid expenses and expenses you are not seeking reimbursement on.*

**Destination:** \_\_\_\_\_

**Date of departure:** \_\_\_\_\_

**Date of return:** \_\_\_\_\_

**Checklist of required items to be printed out and handed in if they apply:**

**Did you leave more than a day before or after? Check: YES NO** (If yes, a cost comparison of your flight vs. leaving a day before and after must be included with your receipts. International travel allows two days advance and return.)

**Did you attend a conference? Check: YES NO** (If so, you need to include the following from the conference website):

- Conference information showing conference name, location and dates
- Recommended hotel list
- Registration information showing what is included in the fee, if possible
- Conference program or agenda

**Meals:** *Were breakfast, lunch, or dinner provided on any days of the conference?*

- Yes. Please list which meals were provided and on which days:  
\_\_\_\_\_
- No

- Airfare receipt** or confirmation showing amount paid, traveler name, confirmation/ticket number, and itinerary
- Hotel receipt/folio** showing detail of costs paid per night and traveler name. If you shared a room with another person, please list their name: \_\_\_\_\_
- Car rental receipt** showing detail of costs paid.

Receipt ALWAYS Required	Receipt Required When Claimed Expenses Exceed \$25	Receipts Not Required for Expenses Included in the Meals & Incidental Expenses (M&IE) Per Diem Allowance
<ul style="list-style-type: none"> <li>Airfare</li> <li>Books and miscellaneous supplies/purchases</li> <li>Currency processing/foreign transaction fees</li> <li>Fleet vehicle rentals</li> <li>Gasoline for rental vehicles</li> <li>Hosted meals/events</li> <li>Internet connectivity for business use while in travel status</li> <li>Lodging</li> <li>Registration fees</li> <li>Train fare</li> <li>Travel visa fees and inoculations</li> <li>Vehicle rentals</li> </ul>	<ul style="list-style-type: none"> <li>Baggage and seat fees</li> <li>Bus fare</li> <li>Limos</li> <li>Parking</li> <li>Shuttles</li> <li>Subway fare</li> <li>Taxis</li> <li>Tolls</li> </ul>	<ul style="list-style-type: none"> <li>Bottled water</li> <li>Fees and tips given to restaurant staff, porters, baggage handlers, hotel housekeeping or other service staff, valets, train or ship service staff, etc.</li> <li>Laundry, dry cleaning and pressing of clothing</li> <li>Mailing and other expenses associated with filing expense reports</li> <li>Personal meals</li> <li>Phone calls (business and personal)</li> <li>Transportation between places of lodging or business to obtain meals</li> </ul>