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.

Receipts REQUIRED for Airfare, Car Rentals, Hotel, Meals, and Local Expenses

<table>
<thead>
<tr>
<th>Receipts Always Required</th>
<th>Receipts Required When Claimed Expenses Exceed $250</th>
<th>Receipts Not Required for Expenses Included in the Meals &amp; Incidental Expenses (MIE) Fee (Items Below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Baggage and seat fees</td>
<td>Hotel room service, dry cleaning and pressing of clothing, laundry, dry cleaning and pressing of clothing, other incidental costs not associated with lodging or meals.</td>
</tr>
<tr>
<td>Books and miscellaneous supplies</td>
<td>Bus fare</td>
<td>Personal meals, phone calls (business and personal)</td>
</tr>
<tr>
<td>Currency and foreign transaction fees</td>
<td>Parking</td>
<td>Transportation between places of lodging or business to obtain meals</td>
</tr>
<tr>
<td>Fleet vehicle rentals</td>
<td>Shuttle fare</td>
<td></td>
</tr>
<tr>
<td>Goodwill for rental vehicles</td>
<td>Subway fare</td>
<td></td>
</tr>
<tr>
<td>Hosted meals/events</td>
<td>Tolls</td>
<td></td>
</tr>
<tr>
<td>Internet connection for business use while in travel status</td>
<td></td>
<td></td>
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<tr>
<td>Lodging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration fees</td>
<td></td>
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<tr>
<td>Train fare</td>
<td></td>
<td></td>
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<tr>
<td>Travel/Meeting registrations and accommodations</td>
<td></td>
<td></td>
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<tr>
<td>Vehicle rentals</td>
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