

REQUEST FOR REIMBURSEMENT OF PRE-APPROVED CAPSTONE TRAVEL EXPENSES

1. Each Capstone team member who travels and seeks reimbursement should follow the instructions below. Note that you will only be reimbursed for **pre-approved** travel-related expenses.
2. Individual team members must complete and submit **this form** along with the following information:
 - All **original receipts** attached to sheets of 8 ½ x 11 white paper using **clear** tape only (**no staples, please**)
 - All **boarding passes** and/or **train ticket stubs** attached to sheets of 8 ½ x 11 white paper using **clear** tape only (**no staples, please**)
 - **Proofs of payment** (i.e. credit card statements, cancelled checks, or stamped cash receipts) for all expenses
 - A copy of your **itinerary** showing flight locations and dates
 - For all reimbursements that pertain to **foreign currency**, include a printout from a web-based currency conversion program or copy of newspaper with date of paper and exchange rate table, to substantiate the **rate of exchange** used for the conversion from foreign currency to US dollars. A web-based currency conversion program you may use is: <http://fxconverter.com/>
3. If you have any questions or need help with your submission, please contact Pat Eaton by email at pe357@nyu.edu or phone at 212.998.7474. You may also set up an appointment to review your submission **before** it goes to NYU Accounts Payable.
4. Return this form along with the required receipts and documentation to Pat Eaton at the Office of Career Services at 295 Lafayette Street, 2nd Floor, New York, NY 10012. Please be sure to include **valid** proofs of payment and travel records (i.e., original boarding passes and ticket stubs, cancelled checks, credit card statements, and stamped cash receipts). Any missing documents or receipts will impede the reimbursement process -- please check to ensure you have included all necessary information.
5. Once your reimbursement request has been processed, you will need to sign it before it is sent to Accounts Payable for payment. The Office of Career Services will send you an email letting you know when the form is ready for you to sign.
6. It can take up to 6-8 weeks for NYU Accounts Payable to issue the payment.

CAPSTONE PRE-APPROVED TRAVEL REIMBURSEMENT FORM

1. Please print all information clearly:

Name of Capstone student to be reimbursed: _____

Home Address (where check will be mailed): _____

Telephone: _____ NYU email: _____

NYU University ID #: N _____

Capstone Team/Client: _____

Capstone Professor(s): _____

Names of all members of Capstone Team: _____

Are you a U.S. citizen or permanent resident? Yes No*

* If "No," you must also submit a copy of your **passport** and **I-94 card** along with your original receipts.

2. Tape all **original** receipts and all **original hard copy** boarding passes or train ticket stubs to additional sheet(s) of white 8 1/2" x 11" paper (no staples, please). Also, you must include valid **proofs of payment** for travel reimbursement (i.e. credit card statements, cancelled checks, or stamped cash receipts) and your **itinerary** showing flight locations and dates.
3. Submit both pages of this form (this page plus the Itemized Expenses page) along with **receipts, boarding passes, proofs of payment, and itinerary** as described above to: Pat Eaton, NYU Wagner OCS, 295 Lafayette Street, 2nd Floor, New York, NY 10012

ITEMIZED EXPENSES for pre-approved Capstone related travel

Receipt	Date	Amount (US \$)	Cash/Charge	Description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Cell phone expenses				
Cell phone expenses				

Total Amount: \$_____

Total amount of reimbursement (in words):

Note: Reimbursements will only be made for expenses pre-approved by OCS and not to exceed pre-approved allowance. Cell phone expenses can be reimbursed up to \$50 per person and are not counted as part of the pre-approved travel amount.