

## CAPSTONE TEAM REIMBURSEMENT INSTRUCTIONS AND FORM

### Reimbursement Policies and Procedures

Each Capstone team can be reimbursed up to \$500 for expenses.

Please read these Important Notes First:

- **Gift cards for clients can only be reimbursed if they are under \$25.**
- NYU will only reimburse a student for a charge made on their **own** credit card (if multiple team members buy items on their credit cards, each person will have to complete their own reimbursement request). For this reason, it can be easiest if one team member makes all purchases, if possible.
- Receipts must show **proof of payment!** An invoice that doesn't show that it has been paid is not acceptable.
- **Students can not directly pay a consultant (ex: translator, copy editor) for services. Also the consultant MUST be a US Citizen or Permanent Resident.** To pay a consultant, the student must get an invoice and Social Security # / ITIN from them and submit these to Pat Eaton who can arrange for NYU to pay the consultant directly.
- Reimbursement for certain expenses will require the surrendering of the purchased item to the Office of Career Services at the project's conclusion (i.e. small electronic devices). All reimbursement requests are subject to the discretion of the Assistant Dean, Student Affairs.

Reimbursable expenses include:

- Reproduction, binding, and/or preparation of Capstone documents (including costs to produce display materials for the Capstone Expo)
- Calling cards purchased to make long-distance telephone calls on behalf of the client
- Software programs purchased for data analysis
- Travel expenses incurred for project-related work (train or plane fare to visit clients located outside of the NYC area are handled through a separate travel reimbursement process)
- Other small, project-related expenses (i.e. blank videotapes, cassettes, or CDs).
- Refreshments for project-related meetings involving external participants, i.e. focus groups or client meetings. (Food/beverage expenditures for Team project meetings are not reimbursable).

The reimbursement process is as follows:

1. If possible, each team may want to identify **one person** to make all purchases. If multiple team members buy items on their credit cards, each person will have to complete their own reimbursement request. All reimbursements will be made by check and mailed to the designated recipient - no cash reimbursements can be given.
2. Tape all **original** receipts (photocopies not acceptable) to an 8 1/2 x 11 piece of paper and attach it to the completed Reimbursement Form.
3. Submit the Reimbursement Form with complete receipts to Pat Eaton at the Office of Career Services at 295 Lafayette Street, 2<sup>nd</sup> Floor, New York, NY 10012. Fall reimbursement request submission will **begin Monday, November 28, 2011 and end Friday, December 16, 2011.** Spring reimbursement request submission will **begin Monday, April 23, 2012 and end Friday, May 11, 2012.**
4. 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.
5. It can take up to 6-8 weeks for NYU Accounts Payable to issue the check.

## CAPSTONE PROJECT 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** with your original receipts.

2. Tape all **original** receipts to additional sheet(s) of white 8 1/2" x 11" paper. Receipts must be readable in order to qualify for reimbursement and must indicate **proof of payment** (invoices that don't indicate payment or "balance due" statements will not be accepted).
3. Submit both pages of this form (this page plus the Itemized Expenses page) along with **receipts** as described above to: Pat Eaton, NYU Wagner OCS, 295 Lafayette Street, 2<sup>nd</sup> Floor, New York, NY 10012

**ITEMIZED EXPENSES**

<b>Explanation of submitted expense(s)</b>	<b>Amount (US \$)</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>Total amount of reimbursement (in words):</b>  _____	<b>Total amount</b>  \$ _____