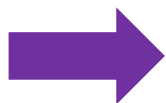


## Capstone Team Reimbursement Form 2020-21



**Please read all instructions** in the Capstone Student Guide under the heading "Team Reimbursements" **before** requesting reimbursement in order to avoid delays.

Each Capstone team can be reimbursed up to \$500 for Capstone-related expenses. Speak to your team about how you want to spend this money before requesting reimbursement. The Student Capstone Guide and all reimbursement forms can be found on the [Student Portal](#) of the Wagner website:  
<https://wagner.nyu.edu/portal/students/academics/capstone/student>.

This is a form submitted in order to get pre-approval for reimbursements through direct deposits, checks, or up to \$300 cash pickup from the Bursar's office. Please email this form and scanned/clearly photographed receipts to [wagner.capstone.reimbursements@nyu.edu](mailto:wagner.capstone.reimbursements@nyu.edu). If no changes are needed, you will receive a link to complete an online form through Albert, where you will be able to attach this form and receipts, and request your payment delivery method.

You may request team reimbursement until Thursday May 20, 2021. **You must request reimbursement BEFORE you graduate.**

Currencies other than USD **must be run through a currency converter and be indicative of the date of transaction.** You can find a currency converter [here](https://www1.oanda.com/currency/converter/):  
<https://www1.oanda.com/currency/converter/>  
Alternatively, you may attach a credit/debit card transaction from your statement.

## Itemized Expenses Sheet

Description of Submitted Expenses	Cash/Charge	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Total amount: \_\_\_\_\_

Name of team member to be reimbursed: \_\_\_\_\_

Student N number: \_\_\_\_\_

Capstone Team: \_\_\_\_\_

Instructor: \_\_\_\_\_

Please explain purpose of expenses below: