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.

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 #: __________________

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

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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.