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:

- NYU can 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, you may find it easiest for one team member to make all the purchases, if possible.
- Students can not directly pay a consultant (e.g., 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.
- Gift cards for clients can only be reimbursed if they are under $25.
- Receipts must show proof of payment! An invoice that doesn’t show that it has been paid is not acceptable.
- 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. Each team member who buys items on their own credit card must complete their own reimbursement request. All reimbursements will be made by check and mailed to the designated recipient.
2. Tape all original receipts (photocopies not acceptable) to an 8 ½ x 11 piece of paper and attach it to the completed Reimbursement Form.
3. Submit the completed Reimbursement Form with complete receipts to Pat Eaton at the Office of Career Services at 295 Lafayette Street, 2nd Floor, New York, NY 10012. Fall reimbursement request submission will begin Monday, November 25, 2013 and end Friday, December 13, 2013. Spring reimbursement request submission will begin Monday, April 21, 2014 and end Friday, May 16, 2014.
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, 2nd Floor, New York, NY 10012
<table>
<thead>
<tr>
<th>Explanation of submitted expense(s)</th>
<th>Cash/Charge</th>
<th>Amount (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total amount of reimbursement (in words):  

________________________________________________________  

Total amount  

$_________