



## REQUEST FOR REIMBURSEMENT OF PRE-APPROVED CAPSTONE TRAVEL EXPENSES

1. Each Capstone team member who has been **pre-approved** for Capstone-related travel can request reimbursement for their plane or train fare by following the instructions below, if Wagner did not buy a ticket for you through Egencia. Please note that you can only be reimbursed for travel-related expenses that have already been pre-approved.
2. Individual team members must complete and submit **the Capstone Pre-Approved Travel Reimbursement Form** along with the following:
  - a. All **receipts** for expenses that are being reimbursed. You may include receipts for up to \$50 in expenses for cell phone use abroad.
  - b. All **boarding passes** and/or **train ticket stubs** for the travel.
  - c. **Proof of payment** for all expenses (e.g., bank statements, cancelled checks, or stamped cash receipts). For credit card purchases, a receipt displaying the last 4 digits of the credit card used is sufficient.
  - d. A copy of your **itinerary** showing flight locations and dates
  - e. For all reimbursements that pertain to **foreign currency**, include a printout from a web-based currency conversion program 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. Scan the completed Capstone Pre-Approved Travel Reimbursement Form, along with all receipts, boarding passes, proofs of payment, itineraries, and currency conversions into a single pdf document and email to [wagner.capstone.reimbursements@nyu.edu](mailto:wagner.capstone.reimbursements@nyu.edu). If you are unable to send your reimbursement electronically, email this address for drop-off instructions.
4. **Once your reimbursement request has been processed, you will need to sign an additional NYU form.** You will be notified by email when this form is ready for you to sign. This can be scanned and completed via email or signed in person. It can then take up to 4-6 weeks for NYU Accounts Payable to issue your check.

# CAPSTONE PRE-APPROVED TRAVEL REIMBURSEMENT FORM

**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** along with your receipts.