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

**Important notes:**
Please follow the instructions on this form carefully. **Once your reimbursement request has been processed, you will need to sign a separate form at the Career Services desk.** Original signature is strictly required for this by NYU. You will be notified by email when the form is ready for you to sign. It can then take up to 4-6 weeks for NYU Accounts Payable to issue the check.

**Please read these important rules before making any purchases:**
- Never let anyone outside of NYU pay for your expenses – only NYU students can be reimbursed!
- Receipts must show **proof of payment**. For credit card purchases, the last 4 digits of the credit card used is sufficient. An invoice that doesn’t indicate that it has been paid is not acceptable.
- 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. copy editor, graphic artist, translator) for services. **Also the consultant must be a US Citizen or Permanent Resident.** The student must have their consultant submit a completed W-9 form (https://wagner.nyu.edu/files/careers/W9Form.pdf) and their invoice to Pat Eaton at pe357@nyu.edu who can arrange for NYU to pay the consultant directly.
- **Gift cards for clients or survey participants** can only be reimbursed if they are **$25 or less**.
- Reimbursement for certain expenses will require the surrendering of the purchased item to the Office of Career Services at the project’s conclusion (e.g. 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 / Skype purchased to make long-distance telephone calls on behalf of the client
- Software programs purchased for data analysis
- Non-alcoholic refreshments for project-related meetings involving external participants, ex: focus groups or client meetings (Food/beverage expenditures for team project meetings are not included)
- Local travel expenses incurred for project-related work (plane or train fare to visit clients located outside of the NYC area are handled through a separate travel reimbursement process).

**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 recipient.
2. Tape all receipts to an 8 ½ x 11 piece of paper and attach them to the completed Reimbursement Form. Please do not use staples.
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 23, 2015 and end Friday, December 11, 2015. Spring reimbursement request submission will begin Monday, April 18, 2016 and end Friday, May 13, 2016.
4. Once your reimbursement request has been processed, you will need to sign a separate form at the Career Services desk. Original signature is strictly required for this by NYU. You will be notified by email when the form is ready for you to sign. It can then take up to 4-6 weeks for NYU Accounts Payable to issue the check.
CAPSTONE TEAM 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 with your original receipts.

2. Tape all 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
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<thead>
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<th>Explanation of submitted expense(s)</th>
<th>Cash/Charge</th>
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**Total amount of reimbursement (in words):**

__________________________________________________________

**Total amount**

$__________