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 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.

**Please read these important rules before making any purchases:**
- Never let anyone outside of your team pay for any 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). You may find it easiest for one team member to make all the purchases, if possible.
- **Students can not directly pay a consultant** for services (ex: copy editor, graphic designer, translator)
- To pay a consultant, you must have the 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. The consultant must be a US Citizen or Permanent Resident and should not be an NYU employee or current NYU student.
- 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 Capstone Program at the project’s conclusion (ex: 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. Scan the completed Capstone Team Reimbursement Form and Itemized Expenses page along with all receipts and proof of payment into a **single pdf document** and email to Pat Eaton at pe357@nyu.edu. If you are unable to send your reimbursement electronically, it can be mailed or delivered to Pat Eaton at 295 Lafayette Street, 2nd Floor, New York, NY 10012.
3. Fall reimbursement request submission will **begin Monday, November 21, 2016** and **end Friday, December 9, 2016.** Spring reimbursement request submission will **begin Monday, April 17, 2017** and **end Friday, May 12, 2017.**
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 TEAM REIMBURSEMENT FORM

1. Please complete all fields on this page and the Itemized Expenses page.

2. Compile receipts for all expenses that will be reimbursed. Receipts must be easily readable and must indicate proof of payment (ex: receipt that shows last 4 digits of credit card used / credit card statement showing the charge). Invoices that don’t indicate payment or “balance due” statements will not be accepted.

3. Scan the completed Capstone Team Reimbursement Form and Itemized Expenses page along with all receipts and proof of payment into a single pdf document and email to Pat Eaton at pe357@nyu.edu. If you are unable to send your reimbursement electronically, it can be mailed or delivered to Pat Eaton at 295 Lafayette Street, 2nd Floor, New York, NY 10012.

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: _________________________________

_____________________________________________________________________

_____________________________________________________________________

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_____________________________________________________________________

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.
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<th>Explanation of submitted expense(s)</th>
<th>Cash/Charge</th>
<th>Amount (US $)</th>
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