

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. 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 (including the Itemized Expenses page)** along with the following:
 - All receipts for expenses that are being reimbursed.
 - All boarding passes and/or train ticket stubs for the travel.
 - Proof of payment for all expenses (ex: credit card statements, cancelled checks, or stamped cash receipts). For credit card purchases, the last 4 digits of the credit card used is sufficient.
 - 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 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 and Itemized Expenses page along with all receipts, boarding passes, proof of payment, itineraries, and currency conversions into a **single pdf document** and email to wagner.capstone.reimbursements@nyu.edu. If you are unable to send your reimbursement electronically, it can be mailed or delivered to Catherine Falzone at 295 Lafayette Street, 3rd Floor, New York, NY 10012.
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.
5. If you have any questions, please contact Catherine Falzone at catherine.falzone@nyu.edu.

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.

ITEMIZED EXPENSES for pre-approved Capstone related travel

Receipt	Date	Amount (US \$)	Cash/Charge	Description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Cell phone expenses				
Cell phone expenses				

Total Amount: \$ _____

Total amount of reimbursement (in words):

Note: Reimbursements will only be made for pre-approved travel expenses 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.