

## 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](mailto: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, 3<sup>rd</sup> 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](mailto:catherine.falzone@nyu.edu).

# CAPSTONE PRE-APPROVED TRAVEL REIMBURSEMENT FORM

PLEASE PRINT ALL INFORMATION CLEARLY

Name of Capstone student to be reimbursed:

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Home Address (where check will be mailed):

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Telephone: 

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NYU email: 

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NYU University ID #:   N                             

Capstone Team/Client:

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Capstone Professor(s):

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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** 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.