

Travel & Business Expense Reimbursement Form

File Within 45 Days of Return From Trip

Attach Original Receipts

- Itemized receipts required for all meals, lodging, transportation, taxis, parking, and registration fees.
 - For Conference Registration fees, a certificate of completion must be submitted.
 - **Please provide proof of payment, such as a Payment receipt and Credit Card Statement.**
- Lodging expenses are limited to a maximum daily rate of \$270(includes all taxes & fees) for Domestic & \$390 for International.
 - Meal expenses are limited to a maximum \$74 per day/person (including gratuities) with receipts.

A Per Diem of \$51 without receipts is allowed (Must receive prior approval from the Dean/Financial Officer)
- Personal Auto Mileage reimbursement rate is currently **53.5 cents a mile(as of 01-01-17)** and a mileage map is required.
 - Air travel will be reimbursed for coach class only. Boarding passes and receipts are required for reimbursement.
 - Please see special approval requirements for spousal and /or family travel.
 - **Incomplete forms with missing documentation will be returned.**

Please Indicate:	<input type="checkbox"/> Employee	<input type="checkbox"/> Student	Banner ID Number:
First Name	Last Name		Middle Name
Home Mailing Address:			Date:
Overall Business Purpose of Travel & Expense & Names of Attendees:			Department Name
			Cost Center - Index/Fund

[illegible]

*Other Expenses(Such as Alcohol, Attach additional sheet if necessary)		
Explanation	Account	Amount
Total "Other"		\$ -

Add "Other" Expense	\$0.00
Total Expense	\$0.00
Net Due to Employee or Student	\$0.00

Print Name (Claimant)	Signature (Claimant)	Phone Number	Date

Print Name (Dean or Dept Head)	Signature (Dean or Dept Head)	Phone Number	Date

APPROVER: My signature authorizes that I have performed the necessary review to validate the amount and type of payments as an appropriate business expense and that it conforms to all Yeshiva University Sponsored and Non-Sponsored guidelines.

Print Name (Requestor)	Email	Department/Phone #

Finance Review (Over \$5,000)

Accounts Payable Review	
Thomas Cannon - Director Of Procurement	
Banner Invoice Number	Date

**Send Completed Forms To: Attn: Accounts Payable
500 West 185th Street - Belfer Hall Rm 1013, New York NY 10033**