

REQUEST FOR REIMBURSEMENT

Please visit <https://procurementservices.rutgers.edu/travel-and-expense/reporting-travel-expenses> for more expense reporting guidelines. *Original receipt required. Payment for all meals requires an itemized receipt with proof of payment showing last 4 digits of the card used. If the receipt does not show the last 4 digits of the card use, then an accompanying bank statement will suffice.*

NAME: _____

DATE: _____

PURPOSE (EXPLAIN HOW THIS EXPENSE RELATES TO UNIVERSITY BUSINESS):

<u>TRANSPORTATION:</u>	<u>AMOUNT</u>
<input type="checkbox"/> Train	_____
<input type="checkbox"/> Mileage (<i>personal car only</i>) _____ miles round-trip @ \$0.625/mile <small>*Please include RT Google Map directions displaying total miles traveled</small>	_____
<input type="checkbox"/> Rental Car (original receipt must be attached and rationale)	_____
<input type="checkbox"/> Tolls	_____
<input type="checkbox"/> Parking	_____
<input type="checkbox"/> Uber/Lyft/Taxi	_____
<input type="checkbox"/> Other (please explain):	_____

ACCOMMODATION:

<input type="checkbox"/> Lodging (original receipts required)	_____
<input type="checkbox"/> Meals (attach itemized receipts showing proof of payment)	_____
<input type="checkbox"/>	BREAKFAST LUNCH DINNER

DAYS PER DIEM _____ _____ _____

CITY [/NEAREST]: _____

SUPPLIES, MEMBERSHIPS, ETC.

<input type="checkbox"/> Office Supplies/Postage	_____
<input type="checkbox"/> eBooks (<i>all other books should be ordered through Amazon Punchout</i>)	_____
<input type="checkbox"/> Professional memberships/conference registration fees	_____
<input type="checkbox"/> Other (please explain):	_____
Total:	_____

Submitted by: _____

(Print name)

Signature: _____

NOTE: Small incidental purchases must not exceed \$500. All reimbursement requests must be submitted within 45 days of purchase. Revised 8/3/2022