



## Reimbursement Required Documentation Checklist (Travel)

### Missing something?

- Missing Documentation Form

*Note: If you are missing an itemized receipt provide proof of expense (credit authorization/credit card statement). Do not overuse this document.*

### Receipt past 20 days?

- Memo documenting reason for late submission.

*Note: Submit receipts immediately after incurring expense, so they can be submitted to AP by required deadline.*

### All Travel

- Travel Breakdown Form – documents travel dates, purpose of travel, etc.

*Note: Travel (Air, Hotel, Amtrak & Eurorail) must be booked through AMEX or Egencia via the NYU Portal. If these agencies are not used you will need to manually input all travel details in Worldcue. Amex or Egencia itineraries can be submitted to AP, or a Worldcue registration confirmation must be submitted.*

### Conference *(reimbursed upon completion of event)*

- Receipt/Invoice
- Proof of payment
- Printout of program/announcement/invite

### Transportation *(reimbursed upon completion of trip)*

- Transportation receipts
- All boarding passes must be submitted.

### Hotel/Lodging *(reimbursed upon completion of trip)*

- Itemized bill/final hotel folio or printout of online transaction

### Car Rental/Car Service

- Receipt
- Car rental agreement (preferred)

### Foreign Currency

- Credit card statement (if purchase was made on a credit card with receipt so that the same conversion rate is used.

### Meals During Travel *(reimbursed upon completion of trip)*

*The University permits the use of University funds for employees' meal expenses only when overnight business travel is involved, or when employees are away from their normal work location for an entire day on University business (e.g., all-day conference or meeting "off-campus"). The University's general guideline is that total expenses for lodging and meals should not exceed \$350 per day.*

### Method #1:

- Itemized receipt
- Credit Authorization receipt

### Method #2:

- Per Diem - \$50/day.

*Note: Pro-rated the first and last day of your trip and only used when overnight travel is involved. You can't switch between two methods in one trip; the method you choose applies to all meal expenses incurred throughout the trip.*