REIMBURSEMENT REQUEST FORM

PR _____

- If request is to be paid by Sponsored Research funding, it requires additional approval from the office of Sponsored Research: Resnick Campus, Belfer Room 1108.
- If request is over $5,000 it requires additional approval from your Departmental Finance Administrator.
- Please fill out all applicable fields. Incomplete forms, including those with missing documentation will delay reimbursement.
- Please attach all receipts (taped to a letter size page) and applicable documentation

BANNER ID # _____ NAME _____ DATE _____

HOME MAILING ADDRESS _____ DEPARTMENT _____

_____ _____

IS THIS A TRAVEL ADVANCE ☐ YES ◉ NO

IS THIS A STUDENT REIMBURSEMENT ☐ YES ◉ NO

BUSINESS PURPOSE _____

DATE(S)	DETAILED DESCRIPTION OF PAYMENT REQUEST	INDEX	ACCOUNT	AMOUNT ($)
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$
				$

- Lodging expenses are limited to a maximum daily rate of $275 for Domestic and $325 for international.
- Meal expenses are limited to a maximum of $86 per day (including gratuities) with receipts $46 without receipts.
- Auto Mileage reimbursement rate is currently $0.575 cents a mile.

Signature (Claimant) | Print (Claimant) | Date | Phone #

Signature (Approver) | Print (Approver) | Date | Phone #

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

Print (Requestor) | Email | Department / Room # | Phone #

Sponsored Research Review	Finance Review (over $5,000)	AP Review	