



Travel & Business Expense Reimbursement Form

TE _____

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/conference flyer must be submitted.
 - **Please provide proof of payment, such as a Payment receipt.**
- 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 **.56 cents a mile(as of 01-01-21)** and a mileage map is required.
 - If claiming mileage on your own personal vehicle, please supply a printout of the actual mileage map showing to and from locations.
 - Air travel will be reimbursed for coach class only.
- 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:					
First Name		Last Name				Middle Name			
Home Mailing Address:								Date:	
Overall Business Purpose of Travel & Expense & Names of Attendees:							Department Name		
							Index/Fund		
Date									
Expense	Account	/	/	/	/	/	/	/	Total
Airfare-International	72100								\$0.00
Airfare-Domestic	72000								\$0.00
Lodging-International	72106								\$0.00
Lodging-Domestic	72006								\$0.00
Car Rental-International	72105								\$0.00
Taxi/Train International	72105								\$0.00
Conf Seminar International	72125								\$0.00
Conf Seminar Domestic	72030								\$0.00
Breakfast - Domestic	72010								\$0.00
Lunch - Domestic	72010								\$0.00
Dinner - Domestic	72010								\$0.00
Meals-Per diem full day	72010								\$0.00
Meals - International	72110								\$0.00
Refreshment	72300								\$0.00
Car Rental-Domestic	72005								\$0.00
Taxi/Car Service	72005								\$0.00
Railroad/Amtrak/Bus	72005								\$0.00
Train/Subway	72005								\$0.00

Tolls	72005									\$0.00
Parking	72005									\$0.00
Personal Auto - Miles	Mileage									
@ .56 Effect. 01/01/21	72005	0	0	0	0	0	0	0	0	0
Daily Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

Add "Other" Expense	<u>\$0.00</u>
Total Expense	<u>\$0.00</u>
Net Due to Employee or Student	<u>\$0.00</u>

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**