

REIMBURSEMENT POLICY

Revised January 2014

A. Items Required for Completed Reimbursement Request, Printed and Mailed to the Address Above

1. A report (at least one page long) describing the grantee's experience at the approved activity and how it affected the grantee's professional development
2. Completed Reimbursement Expense Report
3. Proof of payment for all expenses (original receipts, cancelled checks, credit card statements, etc.)

B. Required Documentation for Proof of Payment

1. Original itemized and paid receipts—not copies. Must include
 - a. Name of grantee (you must show that you paid for the expenses, not your campus, an associate, or frequent flyer miles/bonus points/gift certificate)
 - b. Date and time of purchase
 - c. Vendor name and relevant contact details/credentials
 - d. Itemization of goods/services paid for
 - e. Total amount paid
2. Credit card statements billed to the name of the grantee with all relevant expenses highlighted. **If you used a credit card to pay for a reimbursable item, you must include the statement listing that purchase. Reimbursements will not be issued without the credit card statement.**
3. Copy of the front and back of a cancelled check used for payment
4. Hotel bills itemizing all expenses for each day of stay, including proof of payment
5. Receipts for main travel (plane, Amtrak, bus), itemizing fare and taxes, including proof of payment
6. Receipts for international expenses, converted to US dollars. (Recommended to charge all expenses and allow the credit card statement be your proof of payment indicating expenses in USD.)

C. Reimbursement Expense Guidelines

1. **Dates for Travel Events** - Per diem and lodging are for events requiring Travel outside NYC Metro area and must correlate to the documented dates of the event. Either one day before or one day after the event (not both) may be included in the total days, which is capped at 5 days/nights (fewer if the event is shorter than 5 days/nights). If the last day of an event has an end time before noon, grantees are encouraged to check out and not incur hotel expenses, especially if they arrived a day before the start of the event.
2. **Lodging** - Lodging costs are capped at \$225 for each individual night.
3. **Per Diem** - The \$60 per diem is to be used for incidental expenses such as, but not limited to ground transport; parking; tolls; insurance; baggage, leg-room, ticket change, upgrade fees; meals; gratuities; conference social events. **Receipts are not required for per diem expenses.**
4. **Travel** - You will be reimbursed for only the main source of travel to/from event locations outside NYC Metro area at economy rate—plane, bus, Amtrak, gas as approved (if using personal car).
5. **Gas/Mileage** - If your original application was approved for using a personal car, gas is reimbursed at 56¢ per mile, to event locations outside NYC Metro area. Reimbursement for gas mileage must document the distance between start/end points with a print-out from an online map service.
6. **Non-Reimbursable Travel Costs** - Taxis, shuttles, trams, commuter rail, gas for personal car, tolls, parking fees, tour and other buses, and other transport costs will not be reimbursed.
7. Committee very rarely approves rental car expenses. If approved, applicant will receive a letter specifying the conditions. Rental cars will not be reimbursed without prior approval.
8. Grantees are encouraged to patronize only Union establishments.
9. No reimbursements for time or expenses/salary related to hiring a research assistant.
10. No reimbursements for equipment.
11. No individual will be reimbursed more than a total of \$3,000 per year.
12. **Items not originally requested and approved may not be reimbursed.**