

## Business Reimbursements

### Things to Consider/Remember

#### Before You Get Started

**Have you checked your account?** Check to ensure that you have adequate funds in the account(s) you will be using for your expenses (IDA, PDF, externally funded grant, etc.), as well as the correct budget lines for your expenditures.

**Do you need a cash advance?** If yes, check with your department administrator about the best means to obtain the cash and allow adequate time. The University permits a maximum of \$500 for a seven-day period.

*Reminder: All receipts must be submitted within **60 days** after date of expenditure or completion of event in order to be reimbursed. Receipts submitted outside of the 60 Day window will not be reimbursed.*

#### Reimbursement of Your Travel Expenses

(Proof of Travel and Purpose)

**Flying or taking a train?** Proof of travel must be provided in the form of original boarding passes/tickets.

**Renting a car?** Keep your car rental agreement, payment receipt and gasoline receipts.

**Driving your personal car?** You will be reimbursed for mileage driven at current [federally mandated rates](#). Submit a mileage chart ([MapQuest](#), [Google Maps](#), etc.) to show miles.

**Going to a conference?** Obtain a receipt confirming name, dates, venue, and registration fee paid.

**Staying in a hotel?** Obtain the final hotel folio or itemized bill of the charges. You will be reimbursed for costs charged to your hotel room that are “related or necessary to university business and are reasonable” and are for *your own* stay.

**Traveling abroad?** All expenses paid in foreign currency should be reported in U.S. dollars with the conversion calculation included in the supporting materials. A website such as [www.oanda.com](#) may be used.

*Remember: The University’s general guideline is that hotel rates, without meals and taxes, should not exceed **\$300 per day**.*

#### Meals and Incidentals

Individuals who travel on University business are reimbursed for meal and incidental expenses they incur in two ways: 1. Using itemized receipts or 2. Using the per diem rate. Travelers cannot switch between these two methods on one trip; the method travelers choose applies to all expenses incurred **throughout a trip**.

#### Reimbursement for Meals Based on Actual Sustained Costs

**Did you get itemized receipts?** Itemized receipts are required for *all* meals for total reimbursement.

*Note: Highlight any **alcoholic beverages**, so they can be charged to the appropriate NYU account (65183), as they are un-allowable by the federal government.*

#### Reimbursement for Meals Based on Per Diem Rate

**Considering the per diem option?** Per diem only applies when overnight travel is involved. Per diem rates for meals and incidental expenses are outlined as follows:

- The General Services Administration sets [rates](#) for travel within the 48 contiguous states.
- The Department of Defense sets [rates](#) for Alaska, Hawaii and U.S. Territories and Possessions.
- The State Department sets [rates](#) for International Travel.

First and last days of travel are prorated at 75% of the applicable daily rate. A printout from the designated website is required to support reimbursement using the “per diem” rate.

**Did your trip include business meals?** List the names of all individuals present, their affiliations and the meal’s purpose.

Gratuities for meals are deemed part of the meal cost and will be reimbursed by the University provided these are reasonable (do not exceed 20% of total meal cost).

#### Other Issues or Questions

**No detailed receipts or receipts are lost?** You’ll need to provide a signed [Missing/Inadequate Documentation](#) form.

**Other expenses, questions?** Check with your Department Administrator.