		NYIT avel & Bus se Reimbu Student	Per Diem Rate:	: \$	-											
Payee:				Conference	/ Purpose:											
Supervisor:				Destination	1:			N	IEV	V						
Submission Date:				Dates of Cor	nference / Event:					-						
Campus:				Dates of Tra	avel:			Y	OR	K						
Department:				Agenda atta	iched?			_								
Account #:				Were meals	s provided?				EC	Н						
Business Purpose:				PCard purcl	hases during trip?											
Date:		Transaction Description:								ENTER "X" INTO ONE BOX PER DATE IF YOU RECEIVED ANY OF THE FOLLOWING MEALS:						
							\$	-		B =	BREAK	XFAST, L = LU	JNCH, D	= DINNER		
							\$	-		В	L			B+D L+D		
							\$			Provided Meals:						
							\$	-	Date:							
							\$	-							\$	-
							\$	-							\$	_
							\$	-							\$	-
							\$	-							\$	-
							\$	-							\$	-
						Total:	\$	-							\$	-
I contify that th	a abaya aynangaa	. wowo in a	umadi	n accordance	o with applicab		sad to m	-	fficial d	lutios	ot NIV	TT			\$	-
		were mc	urreu i	n accordanc	e with applicab	le NYIT procedures, directly relat			OR MEAL							
Payee Signature:							Please find the per diem rate for meals based on location at https://www.gsa.gov									
Supervisor Signature:						On the first and last days of travel, NYIT will reimburse 50% of the per diem rate.										
Financial Affairs Signature:						Receipts are NOT required for per diem.										
NOTES:							New Yor	New York City: \$92 Atlanta: \$86 Las					s Vegas: \$86			
Please have all signatures at the bottom of the report completed prior to submission.							Old West	Old Westbury: \$86 Chic					Se	eattle: \$92		
The 2025 IRS reimbursement for mileage is \$0.70 per mile traveled. Please list the start and end locations and miles traveled.							Jonesbor	8	S	an Franc	cisco: \$92	Dallas: \$80				
For any questions about expense reimbursements, please contact Adam Cleary (acleary@nyit.edu).							Philadelphia: \$92				Denve	r: \$92	Los Angeles: \$86			
Receipts are not required for expenses under \$20. NYIT may deny reimbursement for expense reports submitted more than three months after the final travel/expense date.							Boston: S	\$92			Orland	o: \$80	Phoenix: \$86			

If the payee is not affiliated with NYIT, please contact Kelly Castillo (kcasti08@nyit.edu) to have them set up in our system for reimbursement prior to submission.

Washington, D.C.: \$92