

**NYIT
Travel & Business
Expense Reimbursement**

Employee Student Other

Per Diem Rate: \$ -



Payee:		Conference / Purpose:	
Supervisor:		Destination:	
Submission Date:		Dates of Conference / Event:	
Campus:		Dates of Travel:	
Department:		Agenda attached?	
Account #:		Were meals provided?	
Business Purpose:		PCard purchases during trip?	

Date:	Transaction Description:	Total:	ENTER "X" INTO ONE BOX PER DATE IF YOU RECEIVED ANY OF THE FOLLOWING MEALS:							ENTER "X" FOR EACH TRAVEL DAY
		\$ -	B = BREAKFAST, L = LUNCH, D = DINNER							
		\$ -	B	L	D	B+L+D	B+L	B+D	L+D	First / Last Day?
		\$ -	Provided Meals:							
		\$ -	Date:							
		\$ -								\$ -
		\$ -								\$ -
		\$ -								\$ -
		\$ -								\$ -
		\$ -								\$ -
		\$ -								\$ -
	Total:	\$ -								\$ -

I certify that the above expenses were incurred in accordance with applicable NYIT procedures, directly related to my official duties at NYIT.

Payee Signature: _____ **Supervisor Signature:** _____ **Financial Affairs Signature:** _____

PER DIEM FOR MEALS DURING TRAVEL:
Please find the per diem rate for meals based on location at <https://www.gsa.gov>
On the first and last days of travel, NYIT will reimburse 50% of the per diem rate.
Receipts are NOT required for per diem.

NOTES:
Please have all signatures at the bottom of the report completed prior to submission.
The 2025 IRS reimbursement for mileage is \$0.70 per mile traveled. Please list the start and end locations and miles traveled.
For any questions about expense reimbursements, please contact Adam Cleary (acleary@nyit.edu).
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.
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.

New York City: \$92 Atlanta: \$86 Las Vegas: \$86
Old Westbury: \$86 Chicago: \$92 Seattle: \$92
Jonesboro: \$68 San Francisco: \$92 Dallas: \$80
Philadelphia: \$92 Denver: \$92 Los Angeles: \$86
Boston: \$92 Orlando: \$80 Phoenix: \$86
Washington, D.C.: \$92