

## 2025 NYIT Travel & Business Expense

### Reimbursement Form Instructions

1. Check the appropriate box in the top left corner of the form indicating who will be reimbursed.
2. Complete all required fields at the top of the report outlining basic information about the reimbursement.
  - a. For Destination include state or country and city.
  - b. For “Agenda attached?” answer “yes” if conference or travel agenda is supplied.
  - c. For “Meals provided?” answer “yes” if any meals were paid by other parties (e.g., conference, vendor, another employee).
  - d. For PCard purchases, indicate “yes” if any purchases made pertaining to trip. List PCard holder name if not the payee.
3. If payee is seeking per diem reimbursement, list the GSA or International Per Diem Rate at the top of the form (cell E3) based on location. Enter zero “0” if not claiming per diem.
  - a. Following instructions on the form, mark an “X” for any meals paid by another party on each day.
  - b. If a contractual or other (lower) daily rate applies, enter that rate.
4. List all expenses incurred in chronological order, starting with the earliest transaction and based on date of purchase as shown on supporting documents.
5. Itemize transactions as they match to supporting documents.
  - a. E.g., if multiple Uber rides were taken, list each individual ride on its own line.
  - b. Small transactions under \$20 (such as round-trip subway fare) may be combined.
6. The total of all transactions and claimed per diem will sum automatically at the bottom of the report. Do not manually enter a number into the space next to the total.
7. If you have been assigned a travel cap that is less than the total trip cost, list the cap on the last line above the signature certification block.
8. Save the Excel file before converting to a PDF for payee signature.
9. Scan the signed form along with all supporting documents to the approver.
10. After receiving approver’s signature, submit the expense report as a single PDF file to [expensereimbursements@nyit.edu](mailto:expensereimbursements@nyit.edu) for finance approval and payment.
11. We recommend that you keep copies of the Excel file, pdf, and supporting documents until you receive payment.