

# Computer Science Reimbursement Worksheet

Please follow Reimbursement Instructions below to complete this form and make this the front page of the pdf upload along with Required Receipts and Documents for reimbursement.

## Required Supporting Documents

- Each expense should include complete and itemized receipt(s) (**itemized means listing each purchased item**).
- Each receipt needs to include payment information. If proof of payment is not showing, please include bank/credit card statement(s) showing the charge (**redact all but last four digits of account number and all other charges before submitting**).
- Please see the following link for Allowable Expenses, Required Receipts and Documents and example pdfs for upload.

[Travel Reimbursement Procedure](#)

**Combine all itemized receipts and supporting documents into one PDF in the order described below:**

- Conference registration (including prepaid from staff purchase card).
- Flight receipt with itinerary (including any prepaid with Egencia).
- Itemized hotel receipt.
- Ground transportation receipts (include business purpose for each ride such as hotel to airport).
- Downloaded copy of Per Diem rates document for location from GSA or Department of State (for international).

[GSA Per Diem](#)

[Department of State Per Diem](#)

- If you have a TGS and/or CS Travel grant, attach approval.
- If personal travel took place before or after, attach a copy of a comparable flight for the actual dates of the conference.
- Advisor approval to use the chartstring (other than travel grants).
- Proof of attendance (including virtual conferences).
- If receipts are in foreign currency, include currency conversion document or a bank/credit card statement(s) showing the charge in US currency.

[Currency conversion document example](#)



