## 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

# **Computer Science Reimbursement Worksheet**

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

# **Reimbursement Worksheet Instructions:**

- Please fill out included Expense Table below with individual costs listed in the order the receipts appear in your pdf.
- If requesting reimbursement for meals (instead of taking per diem) receipts must show food items purchased. Alcohol is generally not reimbursable.
- Complete **Per Diem Table** only if requesting per diem and not reimbursement for meals.

Last Name, First Name.			
NetID:			
5			
Event / Conference Name:			
Location (city, state, country):			
Event (Business Purpose) Dates:			
Travel Dates:			
Y	eimbursement for flight an your flight and hotel receip	remized Expenses (in same order as pdf) ad/or hotel expenses (purchased through Egencia or other funding source), please ensure the ots. They serve as evidence of your travel (mark them as non-reimbursable). eceipt total (e.g. stayed extra nights for personal travel or room service on hotel bill but req	
Prepaid Expenses:	<del></del>		
		Brief Description:	
Date:	(e.g., Uber, Marriott)	(e.g.: transportation from home to airport)	Cost (in USD):
Daimhurachla Evnancas			
Reimbursable Expenses:	Γ		
	Vendor:	Brief Description:	
Date:	(e.g., Uber, Marriott)		Cost (in USD):
	(0.84) 0.004)		σου ( σου γ.
		Total of reimbursable expenses only:	
		1 31 13 3 5 penoco 0y.	

# Per Diem Table (in chronological order) List first date of travel through the date of return. Please detail and deduct any meals provided by the conference and list \$0 per diem for personal travel days. Date: Details: USD Amount:

# **Computer Science Reimbursement Worksheet**

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

## **Reimbursement Worksheet Instructions:**

- Please fill out included **Expense Table** below with individual costs listed in **the order the receipts appear in your pdf**.
- If requesting reimbursement for meals (instead of taking per diem) receipts must show food items purchased. Alcohol is generally not reimbursable.
- Complete **Per Diem Table** only if requesting per diem and not reimbursement for meals.

Last Name, First Name:	Lovelace, Ada	
NetID:	3635082	
	_	
Event / Conference Name:	ACM Annual Conference	EXAMBLE
Location (city, state, country):	Albany, NY, USA	EXAMPLE
Event (Business Purpose) Dates:	8/20/2024 - 8/23/2024	
Travel Dates	8/19/2024 - 8/26/2024	

# Itemized Expenses (in same order as pdf)

- \* Even if you are not seeking reimbursement for flight and/or hotel expenses (purchased through Egencia or other funding source), please ensure that you include your flight and hotel receipts. They serve as evidence of your travel (mark them as non-reimbursable).
- \* Enter amount of reimbursement request if different than receipt total (e.g. stayed extra nights for personal travel or room service on hotel bill but requesting per diem).

# **Prepaid Expenses:**

	Vendor:	Brief Description:	
Date:	(e.g., Uber, Marriott)	(e.g.: transportation from home to airport)	Cost (in USD):
6/4/2024	ACM	conference registration paid for by staff on Pcard	\$650.00
7/15/2024	United Airlines	roundtrip flight Chicago/Albany booked through Egencia	\$356.45
Reimbursable Expenses:	T		T
	Vendor:	Brief Description:	
Date:	(e.g., Uber, Marriott)	(e.g.: transportation from home to airport)	Cost (in USD):
8/19 - 8/23/2024	Marriott	reimburse only thru 23rd, other nights for personal travel	\$500.00
8/19/2024	Uber	From home to airport	\$15.50
8/26/2024	Uber	From home to airport	\$15.50

8/19/2024 Uber From home to airport \$15.50	Date:	(e.g., ober, Marriott)	(e.g.: transportation from nome to airport)	Cost (in OSD):
	8/19 - 8/23/2024	Marriott	reimburse only thru 23rd, other nights for personal travel	\$500.00
8/26/2024 Uber From home to airport \$15.5	8/19/2024	Uber	From home to airport	\$15.50
	8/26/2024	Uber	From home to airport	\$15.50

Total of reimbursable expenses only:

\$531.00

# Per Diem Table (in chronological order) List first date of travel through the date of return. Please detail and deduct any meals provided by the conference and list \$0 per diem for personal travel days.

Date:	Details:	USE	USD Amount:	
8/19/2024	First day of travel	\$	51.75	
8/20/2024	Full day, lunch and dinner provided by conference	\$	21.00	
8/21/2024	Full day, lunch provided by conference	\$	52.00	
8/22/2024	Full day, lunch provided by conference	\$	52.00	
8/23/2024	Full day, no exclusions	\$	69.00	
8/24/2024	Personal day	\$	-	
8/25/2024	Personal day	\$	-	
8/26/2024	Last day of travel	\$	51.75	
		Total:	\$297.50	