THE NEW SCHOOL		Name					School I	D/N#					
Employee and Student Expense Report		Address					Depart	tment			Ext.		
							Dates Co	vered					
	INSTRUCTIONS: 1. Complete Section I (front of expense report) for LOCAL EXPENSES 2. Complete Section II (back of expense report) for OUT OF TOWN EXPENSES 3. Complete Section III (bottom of front of expense report), combining both Sections I and II, and indicate accounting distribution. 4. Once form is completed, follow routing instructions at bottom of back of form												
	ON I: LOCAL EXPENSES ONLY (See Other	,											
WHEN?	WHY the expenditure? WHERE was it?	W	HO was involved?				WHAT type	of expo	ense was	it?	_		
Date	Nature of Expense AND Business Purpose (Include Establishment or Destination if not on recei		ist All Participants separate sheet if needed)	Meals/Food (73002)		Supplies (70 0 2 0)	Local Trave (73000)		one/Fax 0 8 2 0)	Other (Line Total		
/													
/													
/													
/													
/													
/													
/													
/													
/													
/													
	Total each column down and each line across to ve	rify amounts	s are added correctly.										
SECTIO	ON III: COMBINED LOCAL AND OUT OF	TOWN EX	PENSE RECONCII	IATIO	N A	ND ACCO	UNTING DIS	STRIB	UTION				
Total Amount of Expenses (include Local and Out of Town)→			\$	Fund -	- Orgar	nization - Account	t - Program or Index (I	Required)	Activity -	Location (Optiona	.) Distribution A	mount	
Did you receive an ADVANCE ? If so, fill in advance amount here→			(\$]		/	_//		_	/	-		
Enter university prepaid expenses (air/rail/hotel/car rental)			(\$]		/	_//		_	/	-		
Enter charges made against your New School issued Credit Card			→ (\$)]		/	_//		_	/	-		
Total amount The New School OWES YOU			Φ.]		/	_//		_	/	-		
Total Amount YOU OWE THE NEW SCHOOL→			(\$]		/	_//		_	/	-		
Payee Signature * Date						/	_//			/	-		
Dept. Head/Director * D			nte			/	_//			/	-		
Dean/Budget			nte			/	_//		_	/	-		

SECTION II: OUT OF TOWN TRAVEL EXPENSES ONLY

Purpose of Travel:							University	au	ditors req	luire	complete	expl	anations	as to		
Travel Destination	From:	To:					the Who, What, When, Where and Why of expenses.									
Itinerary Dates	From:	То:						Expense reports with missing details will be returned.								
WHAT?	WHERE and WHOM?				WHE	N an	d the AMOUNT? (List date and amount)									
Nature of Expense	Establishment/Destination/Participants if not on receipt		/ / /			/	/ /		/ /		/ /		Line Totals			
Air/rail fare - 73000																
Lodging - 73001																
Car rental - 73000																
To/from airport - 73000																
rather than subr receipts. Charge	be reimbursed at a flat per diem rate when mit receipts for expenses. The per diem rat e per diems to 73003. <u>You may not alternate</u>	te for both dom e between per d	estic and f	oreig	n travel is	\$30.0	00. If \$30.0	0 is	insufficien	t, co	llect and su					
☐ Option A: I choose	e to be reimbursed at the university's flat p	er diem rate.														
□ Option B: I choose	e to be reimbursed by submitting receipts.	(Complete sect	tion below	and	attach orig	ginal	receipts.)		Tot	al Pe	er Diem An	aoun	t 7 1			
Nature of Expense	Establishment/Destination/Participants i	tablishment/Destination/Participants if not on receipt		/ /		/ /		/ /		/ /		/ /		LineTotals		
Breakfast - 7300	2															
Lunch - 7300	2															
Dinner - 7300	2															
Taxi/bus/subway - 7300	0															
Mileage (.405 per mi) - 7300	0															
Tips (not meals) - 7300	0															
Telephone/Fax - 7300	1															
Supplies ()															
Other ()											\perp	<u> </u>			
Other ()											\perp	<u> </u>			
	Daily Totals (Total of	each Column)										$oldsymbol{\perp}$	<u> </u>			
			Pag	eΤο	tal (incli	ahr	Section I	Tai	nd <i>oitho</i> i	r Or	ntion A o	r R	1 7			

Page I otal (include Section II and either Option A or B).

Send this form with original receipts (tape or staple receipts individually to separate pages) to the division's director for approval and follow these procedures:

- 1. If total expense reimbursement is less than \$50, hand deliver this form, with appropriate approval signatures, to the Bursar's Office (65 5th Ave) for immediate cash reimbursement any Monday, Wednesday or Friday between 1:30-4:30, except the day before university holidays. You must show valid New School ID.
- 2. If total expense reimbursement exceeds \$50, this form with appropriate approval signatures should be sent directly to Accounts Payable, 80 Fifth Avenue, 4th Floor for processing. A reimbursement check will be mailed to your home address.
- 3. To reconcile an Employee Cash Advance:
 - If the New School owes you money, send this form to Accounts Payable (80 Fifth Ave, 4th Floor) for processing. A check will be mailed to your home address.
 - If you owe a balance to the university, hand deliver this form to the Bursar's Office (see 1, above) with cash or check payable to New School University.