

THE NEW SCHOOL

A UNIVERSITY

Employee and Student Expense Report

Name

Address

School ID/N#

Department

Ext.

Dates Covered

- 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

SECTION I: LOCAL EXPENSES ONLY (See Other Side for Section II - Out Of Town Travel Expenses)

WHEN?	WHY the expenditure? WHERE was it?	WHO was involved?	WHAT type of expense was it?											
Date	Nature of Expense AND Business Purpose (Include Establishment or Destination if not on receipt)	List All Participants (Attach separate sheet if needed)	Meals/Food (7 3 0 0 2)		Supplies (7 0 0 2 0)		Local Travel (7 3 0 0 0)		Phone/Fax (7 0 8 2 0)		Other ()		Line Total	
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Total each column down and each line across to verify amounts are added correctly. →														

SECTION III: COMBINED LOCAL AND OUT OF TOWN EXPENSE RECONCILIATION AND ACCOUNTING DISTRIBUTION

Total Amount of Expenses (include Local and Out of Town)→	\$		Fund - Organization - Account - Program or Index (Required)	Activity - Location (Optional)	Distribution Amount	
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→	\$		____ / ____ / ____ / ____	____ / ____		
Total Amount YOU OWE THE NEW SCHOOL→	(\$	)	____ / ____ / ____ / ____	____ / ____		
Payee Signature	✕	Date	____ / ____ / ____ / ____	____ / ____		
Dept. Head/Director	✕	Date	____ / ____ / ____ / ____	____ / ____		
Dean/Budget	✕	Date	____ / ____ / ____ / ____	____ / ____		

SECTION II: OUT OF TOWN TRAVEL EXPENSES ONLY

Purpose of Travel:							University auditors require complete explanations as to the Who, What, When, Where and Why of expenses. Expense reports with missing details will be returned.									
Travel Destination	From:					To:										
Itinerary Dates	From:					To:										
WHAT?	WHERE and WHOM?				WHEN and 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																

You may opt to be reimbursed at a flat per diem rate when traveling on university business to cover meals and all incidental expenses for each day you travel, rather than submit receipts for expenses. The per diem rate for both domestic and foreign travel is \$30.00. If \$30.00 is insufficient, collect and submit actual receipts. Charge per diems to 73003. You may not alternate between per diems and receipted expenses on expense reports covering the same trip.

☐ **Option A:** I choose to be reimbursed at the university's flat per diem rate.

☐ **Option B:** I choose to be reimbursed by submitting receipts. (Complete section below and attach original receipts.)

Total Per Diem Amount ➤

Nature of Expense	Establishment/Destination/Participants if not on receipt	/ /		/ /		/ /		/ /		/ /		LineTotals
Breakfast - 73002												
Lunch - 73002												
Dinner - 73002												
Taxi/bus/subway - 73000												
Mileage (.405 per mi) - 73000												
Tips (not meals) - 73000												
Telephone/Fax - 73001												
Supplies ()												
Other ()												
Other ()												
Daily Totals (Total of each Column)												

PageTotal (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.