

SECTION II: OUT OF TOWN TRAVEL EXPENSES ONLY

Purpose of Travel:							FOAP to charge						
Travel Destination	From:	To:				<i>(Use One Form Per FOAP)</i>							
Itinerary Dates	From:	To:				Travel Object Code							
WHAT?	WHERE and WHOM?				WHEN and the AMOUNT? (List date and amount)								
Nature of Expense	Establishment/Destination and Participants if not on receipt				/	/	/	/	/	/	/	/	Line Totals
Air/Rail Fare													
Hotel													
Car Rental													
Travel to/from Airport													

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. You may not alternate between per diems and receipted expenses on expense reports covering the same trip. The per diem rate for both domestic and foreign travel is \$30.00.

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. (Please complete section below.)

Total Per Diem Amount ↗

Nature of Expense	Establishment/Destination and Participants if not on receipt	/	/	/	/	/	/	/	/	Line Totals
Breakfast										
Lunch										
Dinner										
Taxi/Mass Transit										
Mileage/Tolls/Parking										
Tips										
Telephone/Fax										
Supplies										
Other-define										
Other-define										
Other-define										
Daily Totals (Total of each Column)										

Page Total (include Section II and either Option A or B). ↗

Send this form with original receipts attached (tape or staple receipts 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, 80/4 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, this form should be sent to Accounts Payable (80/4) for processing and a check will be sent to your home address.
 - If you owe money to the New School, this form must be hand delivered to the Bursar's Office (65 5th Ave) along with your payment by check or cash.