# Department of Art History Reimbursement Worksheet

Name: _____ Today's Date: _____

Description of expenses and/or travel purpose: _____

Funding source (Dean, Myers, discretionary, etc.): _____

- Expense reports can be submitted either in PDF format OR hard copy, not both. For hard copies, receipts can be scanned/printed or taped to 8.5"x11" paper. For digital copies, please send receipts as PDFs. Please attach receipts in the order they are listed on this coversheet.
- If any of your receipts are in a foreign currency, please use an online currency converter such as OANDA to display costs in USD. Be sure to calculate conversions for the date the expense was incurred. Print each conversion and include it with corresponding receipt.

- PER DIEMS: If you are using a per diem for meals and incidental expenses, please note that the first and last days of travel are reimbursed at 75% of the full rate. Review university policies for further details.
- AIRFARE: Airfare reimbursement requires a receipt (electronic or otherwise} and boarding passes.
- BOOKS: Tax on book purchases cannot be reimbursed.
- MEALS: All meal reimbursements must include itemized receipt. For group meals, please list name, affiliation, and position of guests.

| Date of Expense | Description of Expense | Cost |
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Updated February 1, 2017