

Department of Art History Reimbursement Worksheet

Name: _____ Today's Date: _____

Describe in detail why these expenses are necessary for your research:

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

DID YOU INCLUDE....

- Detailed description why expenses are necessary?
- Boarding passes?
- Proof of activities during travel, i.e. entry tickets?
- Itemized receipts, not credit card statements/signature receipts?
- Individual conversions for expenses in foreign currency?

FORMAT: Please attach receipts in the order they are listed on this coversheet, by date.

FOREIGN CURRENCY: Use an online currency converter such as OANDA to calculate USD conversions. Include conversion of total expense with each receipt.

PER DIEMS: Use the M&IE rate. First and last day of travel is 75%.

BOOKS: Include shipping but not tax.

MEALS: Must include itemized receipt. Group meals must include name, affiliation, title of all guests.

Date of Expense (in order, receipts numbered)	Description of Expense	Cost
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____

TOTAL REIMBURSEMENT REQUESTED _____