YSOA FACULTY REIMBURSEMENT REQUEST FORM

Instructions:
Complete all information.
Sign as indicated and include receipts. Receipts must be legible.
Number your receipts and enter the information below for each receipt in sequential order.
Submit form to the School's Business Office via e-mail to archbusiness@yale.edu.
Reimbursement could take up to four weeks.
Expenses over 365 days old are not reimbursable.

Receipt Submission Requirements:
Document must show what was purchased and proof of payment.
Train or air travel: include the itinerary with your receipt.
Lodging: include your detailed bill from hotel with receipt.
Car rental: include the car rental agreement with receipt.
Restaurant: submit detailed bill and list of attendees.

Name: _____   **Course #:** _____

Expected Reimbursement: $ _____   **Travel Dates (if applicable):** _____

Explanation of Business Purpose: (who, what, where, why; e.g. Advanced Studio Trip to Paris, photocopying, studio supplies, etc.)

_____

_____

Certification: I hereby certify that the expenses were incurred for official business of Yale University and that no portion of the claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other source in the future. Should any portion of the reimbursement be found to be non-compliant with Yale University policy, I will reimburse the University within 30 days of being notified.

Signature: _____   **Date:** _____

(Signature not required if submitting by e-mail)

==All receipts should be scanned as a separate pdf files and named i.e. 1-Uber 8-8-22 $20.00==

Expense Accounting (itemize expenses)			
Receipt Number	**Date**	**Description**	**Amount**
1 EXAMPLE	8/8/22	Uber from abc location to xyz location	20.00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

If you have additional expenses please submit them on an additional Excel spreadsheet.