

YSOA STUDENT REIMBURSEMENT REQUEST FORM

Instructions:

Complete all information. Sign as indicated and include receipts.
 Number your receipts and enter the information below for each receipt in sequential order.
 Receipts must be legible.
 Obtain approval signature from your faculty/supervisor.
 Submit form to the School's Business Office via e-mail to archbusiness@yale.edu

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.
 Expenses over 365 days old are not reimbursable.

Payment Options: (check one)

Petty Cash _____
Workday _____

*Petty cash: Pick up cash with Yale ID from Treasury Services 2 Whit Avenue; processing time 5-7 business days (available for requests totaling \$300 or less).
 Reimbursement through Workday: Payment will be made by check or ACH, depending on your set up in Workday; processing time up to four weeks.*

Name: _____

Requested Reimbursement: \$ _____

Travel Dates (if applicable): _____

Course #: _____

Local Mailing Address:

Citizenship Status (check one):

 (Street)

U.S. _____
International _____

 (City) (State) (Zip Code)

Complete a W9 or W8 form if you not currently employed by Yale.

U.S. [Complete a W9 form here](#)
International [Complete a W8 form here](#)

Phone Number: _____

E-mail Address: _____

UPI: _____

This can be found by entering your name in the Yale University Directory: <https://directory.yale.edu/>.

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.

Student Signature: _____
(Signature not required if submitting by e-mail)

Date: _____

Faculty/Supervisor or Administrator Signature: I hereby authorize this expense to be assigned to my course or other allotted budget.

Print Name : _____

Signature: _____
(If faculty/supervisor is not available for signature; obtain and submit e-mail approval from faculty/supervisor)

Date: _____

****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 Excel spreadsheet.