

## **EXPENSE REIMBURSEMENT POLICY**

### **REQUIRED DOCUMENTATION FOR PROOF OF PAYMENT**

1. Original itemized and paid receipts—not copies. Must include:
  - a. Name of grantee (you must show that you paid for the expenses, not your campus, an associate, or frequent flyer miles/bonus points/gift certificate)
  - b. Date and time of purchase
  - c. Vendor name and relevant contact details/credentials
  - d. Itemization of goods/services paid for
  - e. Total amount paid
2. Credit card statements billed to the name of the grantee with all relevant expenses highlighted. If you used a credit card to pay for a reimbursable item, you must include the statement listing that purchase. Reimbursements will not be issued without the credit card statement.
3. Copy of the front and back of a cancelled check used for payment.
4. Hotel bills itemizing all expenses for each day of stay, including proof of payment; if shared accommodations are offered and you choose a single room, you will be reimbursed for the double/twin rate and are responsible for the payment of the difference between a single and double/twin rate. The organization encourages individuals to patronize only Union establishments.
5. Receipts for main economy travel (plane, Amtrak, bus), itemizing fare and taxes, including proof of payment.
6. Receipts for international expenses, converted to US dollars. (Recommended to charge all expenses and allow the credit card statement be your proof of payment indicating expenses in USD.)
7. All receipts must be submitted together.
8. **Failure to provide a receipt AND proof of payment for each reimbursable item will cause a delay in the issuance of a reimbursement check.**

### **CONFERENCES/RESEARCH:**

1. Reimbursement associated with attendance at conferences (hotel and per diem) will be for a maximum of five days. This includes **each day of the conference plus one day before OR after, not both.**
2. Per Diem reimbursement will be \$60 per day, to a maximum of \$300, for meals and incidental expenses i.e. taxi to and from airport, etc. We will not require receipts for these expenses.
3. Hotel stays will be reimbursed for up to \$225 per day, to a maximum of \$1,125.
4. Roundtrip economy transportation outside the NYC Metro area will be reimbursed with a receipt.
5. Reimbursement for conference registration and related materials will be reimbursed with a receipt.
6. Purchased research materials approved in application will be reimbursed with a receipt.
7. Car rental must be justified and approved in advance.
8. Mileage: is \$0.56 per mile.
9. **Items not originally requested and approved will not be reimbursed.**
10. The maximum reimbursement will continue to be \$3,000 every other academic year.