



NEW YORK UNIVERSITY

EXPENSE REIMBURSEMENT FORM

(LAST REVISED JANUARY 2006)

Form EXP2000
For Accounts Payable Use Only

This form is to be used only by NYU employees (including student employees) to request reimbursement for business expenses or to clear outstanding cash advances. NYU will not process requests for expenses that are deemed nonpermissible/nonreimbursable by the University. For guidance, refer to the Business Expenses Policy and Expense Reimbursement Policy of the University.

If reimbursement is for travel, attach Form EXP2000T (reimbursement request for each trip must be submitted on a separate Form EXP2000T). If reimbursement is for meals during business meetings or events, attach Form EXP2000M. Otherwise, complete Box 12.

CASH REIMBURSEMENT. Mark box if total expenses are \$150.00 or less and you want reimbursement in cash. For cash reimbursement, take the form to the Bursar's Office. However, if an advance has been issued to you (line 9b), reimbursement of any amount should be processed through Accounts Payable.

PAYEE INFORMATION

1. PAYEE'S FULL NAME (FIRST NAME, MIDDLE INITIAL, LAST NAME)		For Accounts Payable Use Only	
2. HOME ADDRESS (REQUIRED: THIS IS YOUR PERMANENT MAILING ADDRESS)		VENDOR NUMBER:	
3. ALTERNATE MAILING ADDRESS (IF APPLICABLE: THIS IS A SECONDARY MAILING ADDRESS)		6. UNIVERSITY ID:	
4. DEPARTMENT TO BE CHARGED		7. HOLD FOR PICK-UP? (For extraordinary circumstances only. Print name and tel. number.) <input type="checkbox"/> YES	
5. CONTACT PERSON (IF OTHER THAN PAYEE) AND TEL. NUMBER			

EXPENSE/ACCOUNT DETAILS

8. EXPENSE TYPE	9. AMOUNT	10. CHARTFIELD					TAX CODE
		ACCOUNT	FUND	ORG/DEPT	PROGRAM	PROJECT	
	\$						
TOTAL EXPENSES: 9a	\$	<i>If amount in 9c is less than zero, please attach a check payable to NYU.</i>			PAY TO NYU EMPLOYEE/STUDENT: 9d		\$
LESS NYU ADVANCE: * 9b	\$	<i>If amount in 9c is greater than zero, 9c must equal 9f.</i>			PAY TO AMERICAN EXPRESS: (ATTACH COPY OF AMEX PAYMENT STUB) 9e		\$
EXPENSES NET OF ADVANCES: (9a - 9b = 9c) 9c	\$	<i>*NYU Advance: Refers only to any cash advance requested using ADV3000.</i>			TOTAL REIMBURSEMENT (9d + 9e = 9f) 9f		\$
11. TOTAL AMOUNT OF REIMBURSEMENT (IN WORDS, AS YOU WOULD WRITE ON A CHECK)							
12. DESCRIPTION AND BUSINESS PURPOSE OF EXPENSE/S							

13. SIGNATURES/APPROVALS: I, the Payee, certify that the charges reported here are correct and that I am not claiming reimbursement from other sources for the same.

SIGNATURE OF PAYEE (INDIVIDUAL COMPLETING FORM)	EMAIL ADDRESS OF PAYEE	TEL. NUMBER	DATE
NAME OF APPROVER	SIGNATURE OF APPROVER	TEL. NUMBER	DATE
PAYEE AUTHORIZING ANOTHER PERSON TO PICK UP PETTY CASH (PAYEE'S SIGNATURE)	NAME OF PERSON TO PICK UP PETTY CASH	SIGNATURE OF PERSON TO PICK UP PETTY CASH (To be signed in the presence of the teller or department petty cash fund custodian at time of pick-up.)	