



TRAVEL REIMBURSEMENT GUIDELINES

- For students traveling **less than 100 miles**, a maximum of \$150 will be reimbursed.
- For students traveling **100-250 miles**, a maximum of \$300 will be reimbursed.
- For students traveling **more than 250 miles**, a maximum of \$500 will be reimbursed.
(Distance is calculated using the 6 MetroTech address as a starting point.)



ELIGIBLE EXPENSES

- We will reimburse air travel, train/rail tickets, bus fare, fuel costs for ground transportation and/or overnight accommodations that culminate in a request not exceeding the above threshold.
- Only economy class travel will be considered for reimbursement. Business class travel will not be reimbursed even if it falls within the threshold/maximum reimbursable amount.
- Please note that reimbursement decisions are up to the discretion of the Graduate Enrollment Management and Admissions Office.



PROCESS OVERVIEW

- Once the event has concluded, a form will be emailed to you. Please complete this form to let the NYU Tandon Graduate Admissions Office know you are requesting a reimbursement.
- The completed form will trigger an email to you including a link as well as communication explaining the process of submitting your reimbursements through Albert.
- Enter all of your information and submit your receipts within Albert.
- Please keep in mind that you will need to include a receipt for each reimbursement request that indicates proof of payment. Please do not send email confirmations or reservations, as these will not be accepted as proof of payment.



Scan the QR code to access a helpful guide on how to submit your reimbursements through Albert

- Please make sure to include proof of your travel (i.e. a boarding pass, etc.) when uploading your documents, and make sure your file is in .pdf or .jpeg format.



DEADLINE

Requests for travel reimbursement must be submitted within two weeks of your visit to campus, but no later than May 17, 2024. Requests received after May 17 will not be eligible for reimbursement.

