

**NYU****TANDON SCHOOL  
OF ENGINEERING**

## 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 8, 2025. Requests received after May 8 will not be eligible for reimbursement.

