

THE CITY OF NEW YORK

Department, Division

**Address**

**\* Attach a Personal Vehicle Travel Form if requesting mileage reimbursement**

Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ PO# \_\_\_\_\_ Budget Code \_\_\_\_\_

## HOW TO EXPEDITE YOUR PERSONAL EXPENSE/LOCAL TRAVEL REIMBURSEMENT

### PERSONAL EXPENSE REIMBURSEMENT REQUEST FORMS MUST BE:

- ☐ Signed by payee and an authorized signatory
- ☐ Submitted within the fiscal year the expense was incurred (Fiscal year = July 1 – June 30)
- ☐ Submitted with all required documentation as detailed in the instructions below

Many times the reimbursement process is prolonged because supporting documentation is not submitted along with the reimbursement request. The Comptroller's Office of the City of New York is **specific and stringent** regarding supporting documents. Listed below is a check off list for reimbursements. Please use this list as a guide when completing your reimbursement request.

### PURCHASE OF SUPPLIES AND/OR REFERENCE MATERIAL-CHECK LIST

- ☐ Original invoices/receipt/credit card statement including vendors name & address
- ☐ A statement indicating how the purchase relates to official College business

**\*NOTE:** Sales tax for purchases over \$25 will not be included in the reimbursement amount\*

### LOCAL TRAVEL-CHECK LIST

If **public transportation** was used, provide:

- ☐ The date(s), to and from addresses, and statement explaining trip's relevance to College operations

If your **personal vehicle** was used, attach a Personal Vehicle Travel Form, list & attach:

- ☐ Parking receipts
- ☐ Toll receipts ( if you used E-Z Pass to pay toll expenses please submit a copy of the invoice/statement showing expenses)

If a **taxicab** was used, list & attach:

- ☐ The reason for taxi use over public transportation
- ☐ The to and from addresses
- ☐ Original receipt

**\*NOTE:** taxis should be used only when mass transit is not possible\*

### MEAL EXPENSES-CHECK LIST

Light Refreshments (\$3/person) or modest meal (\$8/person) may be provided at meetings, events or functions where official agency business is conducted. The aforementioned rates include tax and tips.

Three broad guidelines govern expenditures for modest meals and light refreshments at meetings:

1. Meeting must be regarded as an exceptional event, not routine business practice.
2. Meeting must be within the City, at City offices, during customary business hours.
3. Meeting outside City offices, solely among City employees will not be paid under any circumstances.

Acceptable meeting situations include:

1. When a party not paid by the City meets with City employee(s) & provides a pro bono service.
2. When a non-paid board holds a regularly scheduled meeting.
3. When an agency holds a formal proposer's conference where Request for Proposal is explained to bidders.
4. When an agency head holds periodic meetings with key managerial staff.
5. When employees forgo usual lunch hour to stay in the office to continue a meeting or complete urgent work.
6. When Agency head or a senior executive meets with an out-of-City official or businessperson
7. At functions sponsored by Mayor's Office of Special Events.

If the preceding criteria are met, please include the following with your refreshment/meal expense request:

- ☐ Statement of meeting's purpose including time & date
- ☐ Name & position of each party
- ☐ Original receipt(s)

For further assistance please call the Accounts Payable Office at ext. 5541, 5540, 5529, or 5526.