

## **PU Guidelines for Expense Reimbursements**

1. Indicate your destination as Princeton,NJ and for what purpose.
2. Fill in your name and provide the FULL address where you want the check to be sent.
3. List all daily expenses in a separate typed page. Not the form itself.
4. Sign the expense form at the bottom. Send the form by mail and not a scanned document.
5. Provide your contact information such as an email address for any questions that may come up during the processing of your expense report.
6. Include all original receipts (attach explanation for any missing or copied or faxed receipts since they are not normally acceptable) attached them to the report. It's not necessary to tape them to an 8.5 X 11 sheet.
7. List all expenses in US dollars. Submit credit cards statements that apply to the trip to assist in this if available. If you incurred expenses in a currency other than U.S dollars in cash we will make the conversion calculations online at an approved website according to the date on the receipt.  
<http://www.oanda.com/convert/classic>
8. Any personal car mileage reimbursement must be printed out from the online sites MapQuest or Google Maps. Gas receipts and mileage cannot be both claimed. It's one or the other. Mileage allowance is 55 cents per mile.
9. Attach all flight boarding passes. Missing boarding passes will require a signed note of explanation and might not be reimbursed by Princeton University.
10. All flights must be booked with a US flagship carrier airlines in order to receive reimbursement for the expense.

Mail form and receipts to:

Mitra Kelly

Academic Secretary

Princeton University

Computer Science Dept

35 Olden Street

Princeton, NJ 08540

Phone: 609-258-4562

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