



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**

**Original** invoice/receipt/credit card statement including vendor's name and address.

A statement indicating how the purchase relates to official College business (i.e., "Items used in Lab 101.01")

Sales tax for purchases up to \$25 is included in the reimbursement amount.

### **LOCAL TRAVEL**

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 and attach:

The starting/ending address AND odometer reading, mileage calculation (.25/mile), and toll/parking receipts.  
(If you used an E-Z Pass to pay toll expense please submit a copy of the invoice/statement showing expense)

If a **taxicab** was used, list and attach: (*NOTE: Taxis should only be used when mass transit not possible*)

The reason for taxi use over public transportation, the To and From addresses and the **original** receipt.

### **TELEPHONE CALLS**

List the date, name of party called, telephone number, purpose of call and attach **original** bill (if applicable).

### **MEAL EXPENSE**

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

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

Meeting must be regarded as an exceptional event, not routine business practice.

Meeting must be within the City, at City offices, during customary business hours.

Meeting outside City offices, solely among City employees will not be paid under any circumstances.

Acceptable meeting situations include:

When a party not paid by the City meets with City employee(s) and provides a pro bono service.

When a non-paid board holds a regularly scheduled meeting.

When an agency holds a formal proposers' conference where Request For Proposal is explained to bidders.

When an agency head holds periodic meetings with key managerial staff.

When employees forgo usual lunch hour to stay in the office to continue a meeting or complete urgent work.

When Agency head or a senior executive meets with an out-of-City official or businessperson.

At functions sponsored by the Mayor's Office of Special Events.

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

Statement of meeting's purpose including time & date, original receipt(s), name & position of each party.

### **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 ABOVE

**Please call the Purchasing Office, ext. 5528 or the Accounts Payable Office at ext. 6007 for further assistance.**