QUEENS COLLEGE Accounting/AP Office	NON PO VOUCHER ANDWRITTEN FORMS NOT ACCEPTED	Department Name:
Dept Oper Oper Code Fund	Program MP	SP Init FND SRC
Payee Description:	CUNY EI	
Name	Email address:	Phone
Home Address	City	State Zip

• Employee reimbursements for local travel should include meeting invitation or agenda. Reimbursement for cab fare MUST be justified.

◆ Meal expenses are not reimburseable through OTPS expenses.

• Employee reimbursement should be for emergency puchases of \$250 or less. No taxes will be reimbursed.

• Student stipends for students on State payroll must be processed through Payroll.

• For reimbursement to job candidates the department must submit a letter authorizing the amount to be reimbursed to candidate.

The back up should also include a letter stating there are a shortage of candidates in the area.

• All reimbursements should be supported by receipts

I have read and consent to the terms above:

Signature of payee

Date

DESCRIPTION	INVOICE NUMBER OR DATE	EXPLANATION/JUSTIFICATION	
TOTAL			
APPROVALS - PER BUDGETED DEPARTM REQUESTER ABOVE		ENT NOTED	

Authorize Signature	Date	Authorized Signature	Date
Print name		Print name	