QUEENS CUNYfirst


Payee Description:

| Student | CUNY EMPL ID |  |  |
| :---: | :---: | :---: | :---: |
| 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 <br> OR DATE |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| Choose One: |  |  | EXPLANATION/JUSTIFICATION |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | TOTAL |  |
|  |  |  | $\$ 0.00$ |  |

APPROVALS - PER BUDGETED DEPARTMENT NOTED


