FOR YOUR TRAVEL REIMBURSEMENT:

Please complete the Check Request information form and sign at the bottom. Scan and email along with your receipts ($500.00 maximum) and keep copies for yourself. Deadline to submit your request is April 17th.

Please keep in mind that reimbursements generally take three weeks from the date of submission.

NON-US CITIZENS:
Include a copy of the photo page from your passport as well as the I-94 from your passport; your reimbursement cannot be processed without it. You are limited to reimbursements from a maximum of five institutions within the United States. You will also need to fill in Section one of the IIF form (directions for IIF form).

Receipts to include:

Airline travel:

If you have a paper ticket, please include your airline passenger ticket receipt (showing the cost of the flight).

If you have an e-ticket, please include your boarding passes, copy of your itinerary and something showing payment method (your itinerary will do if it shows the amount paid, or a credit card receipt).

Ground transportation:

Airport shuttle transportation receipt
Train receipts
Taxi receipts

For mileage reimbursement:

If you drove and need reimbursement for mileage, please include a printout from MapQuest (http://www.mapquest.com/) showing mileage to New Haven.

SHARED COSTS WITH OTHER INSTITUTIONS:

If you coordinated your trip to Yale with a trip to another university, please list all your expenses for the entire trip on a separate sheet and provide copies (or originals). One institution will need to keep the originals, but please supply name/contact information of the other university so a division of costs can be worked out.

If you have any questions, please don’t hesitate to contact me at sandra.tranquilli@yale.edu or 203/432-3605.