

## Department of Classics Reimbursement Worksheet

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Describe in detail why these expenses are necessary for your research:

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Funding source (Dean, Myers, discretionary, etc.): \_\_\_\_\_

**DID YOU INCLUDE....**

- Detailed description why expenses are necessary?
- Boarding passes?
- Proof of activities during travel, i.e. entry tickets?
- Itemized receipts, not credit card statements/signature receipts?
- Individual conversions for expenses in foreign currency?

**FORMAT:** Please attach receipts in the order they are listed on this coversheet, by date.

**FOREIGN CURRENCY:** Use an online currency converter such as OANDA to calculate USD conversions. Include conversion of total expense with each receipt.

**PER DIEMS:** Use the M&IE rate. First and last day of travel is 75%.

**BOOKS:** Include shipping but not tax.

**MEALS:** Must include itemized receipt. Group meals must include name, affiliation, title of all guests.

Date of Expense (in order, receipts numbered)	Description of Expense	Cost
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____

TOTAL REIMBURSEMENT REQUESTED \_\_\_\_\_