

Rules for reimbursement for proposed expenses

When you submit receipts for reimbursement, you must include the following:

1. Cover sheet with name, address, telephone number, and the total amount of the receipts you are attaching.
2. Original, itemized receipts, each of which must be taped onto a plain piece of paper. Photocopies will not be accepted.

Please submit receipts in person to Ms. Sue Downes in 172 Goldwin Smith Hall. If you have questions, please telephone her at 607.255.3386 or email her at smd63@cornell.edu.

1. General guidelines for submitting receipts:
 - a. **Date: Receipts older than 6 months cannot be reimbursed.**
 - b. Sort the receipts by category (supplies, food, transportation, copies, etc.) and label them (breakfast, lunch, dinner, toll, etc.).
 - c. Tape individual receipts onto a plain 8 ½" x 11" piece of paper.
 - d. Circle the dollar amount and date of transaction and, on the piece of paper to which the receipt is taped, write what was purchased and your name.
 - e. All receipts must have a purpose for your research.
 - f. Receipts in foreign currency need to be converted to \$US dollars. You may obtain the exchange rate by date by visiting <http://oanda.com/converter/classic>
2. If you are traveling, contact Sue Downes regarding the travel reimbursement process.
3. If a department has incurred expenses for your research such as lab supplies or paro be used to reimburse a department for expenses they have incurred for you, contact Sue Downes. Example: Chemistry for lab supplies; Psychology for participant fees or supplies.

May 1 of the academic year in which you perform the research, or six months from the date of any individual receipt – whichever comes first -- is the deadline for submitting all expenses for reimbursement.
