# Expense Reimbursement Form

| For Office Use: |
|---|
| Requisition No. _____ |

## Ji Research Group

***Instructions:*** *You are responsible for knowing the Stanford rules about reimbursements. https://adminguide.stanford.edu/chapter-5/subchapter-4/policy-5-4-2 Your reimbursement must be submitted to Donna Galvez within* ***30 days*** *of travel or to the Stanford Travel & Reimbursement office within 60 days of travel.*

*Print this form and any electronic receipts single-sided. Attach all receipts and/or bank statements to the back of this form using a paper clip (NO STAPLES). Receipts must include last 4 digits of credit card number and must NOT include alcohol. Submit this form to Donna Galvez electronically via email in addition to the print copy provided with receipts.* ***Only receipts matching those listed in the table will be considered for reimbursement.***

*The following types of reimbursements have special requirements:*

- *Postdocs' reimbursements—must include an attached student certification form. The transaction number may be left blank*
- *Conference/meeting reimbursements—must include the distributed agenda for the conference or meeting*
- *Gasoline reimbursements—must include a map-quest for mileage that starts AND ends at Stanford*
- *STAP Fund reimbursements—provide a screenshot of your STAP funds from the main page which includes your first name*

| | | |
|---|---|---|
| Employee Name: | | |
| Destination: | | |
| Travel dates: | Start | mm/dd/yyyy |
| | End | mm/dd/yyyy |
| Funding (PTA): | | |
| Poster Name (if applicable): | | |

| | |
|---|---|
| Name of Event: | |
| Justification: (2-3 sentences) | |

## Itemized Expenses

Add additional pages if necessary. Include line number of purchase if submitting a bank statement.

| DATE OF EXPENSE<br>When were you charged? | DESCRIPTION<br>what did you buy, for who, and why? | VENDOR<br>where did you buy it from? | COST |
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| TOTAL | $ 0.00 |
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**Don't forget to attach receipts matching the above expenses using a paper clip and print single-sided!**