



Employee Reimbursement/ Corporate Card Payment Form

Harvard University
University Financial Services
1033 Massachusetts Ave., 2nd Floor
Cambridge, MA 02138

Harvard ID#:* Name:* WR #:*

Payment Type (Check all that apply) Out of Pocket Corporate Card

	Dates of Expense(s)	Business Purpose: Provide detailed reasons and date ranges for expenditure(s). Travel and entertainment expenses require the person(s) and/or organization and location. ALL expenses must be itemized.
#1		
#2		
#3		
#4		

Summary of Expenses - You may attach a Corporate Card statement in lieu of completing the description section. Cross-reference the business purpose to each item on the statement by writing the business purpose # next to the itemized lines.

	Description (date, details, etc)	Air/Rail Travel	Ground Trans	Lodging	Business Meals	Other	Total
#1							
#2							
#3							
#4							
Sub Total Expense from Page 2							
Expense Report Total							

Total amount under \$75 itemized in Expense Report Total

I certify these are valid University business expenses

Reimbursee/Card Holder Signature:*

Prepared by (Print):* Phone #

I have reviewed these expenses and they are in accordance with University and TUB policy

Approved By (Print):* Phone #

* Required Field

Department of Mathematics – Travel Expenses

FOR PROFESSOR: _____

Date of Trip: _____
Dates of travel

Destinations: _____
City/State/Country

Purpose of Travel: _____

If for collaborations, provide name of collaborators and institutional affiliations. If for invited talks, conferences, consultations or committee work, please provide full name of relevant institution, conference sponsor, or organization involved – No Acronyms please.

Topic of talks, collaboration or consultations: _____

If travel is for an invited talk, research collaboration or consultation, indicate the area of the mathematics involved.

Types of expenses and individual amounts for each expense:

Airfare Lodging Meals Ground-Transportation Other

Total Amount Requested for Trip: _____

Account To Be Charged: _____

GE Corporate Card: _____ **or Out-Of-Pocket:** _____

Staple Receipts to form and submit to Nathalie Morales

Indicate To/From directly on receipt(s). Hotel receipts and all others over \$75 must be provided. See Nathalie to sign a Missing Receipt Affidavit if receipts missing.

Sign on the reverse side and provide your Harvard ID.