Guest Reimbursement Request

PRINCETON UNIVERSITY **FINANCE & TREASURY**

FINANCE.PRINCETON.EDU/FORMS/

LAST UPDATED: 3/28/24

TODAY'S DATE

Instructions: Use this form when collecting expense information to determine reimbursements due to guests of Princeton University. This form may be used to document travel reimbursements, as well as incidental, out-of-pocket reimbursement requests. This form should be signed by the guest and attached to a non-PO payment request. **PLEASE ENTER INFORMATION BELOW FOR THE INDIVIDUAL BEING REIMBURSED.**

Information

FIRST NAME	MIDDLE INITIAL	LAST NAME

STREET ADDRESS	APT.	CITY	STATE/PROVINCE

COUNTRY	ZIP	EMAIL ADDRESS	BUSINESS PHONE

If this reimbursement request is for travel expenses, please note dates, business purpose, and location of travel below:

DEPARTURE DATE	RETURN DATE	DESTINATION (CITY/STATE, COUNTRY)

BUSINESS PURPOSE

DATE (MM/DD/YY)	DESCRIPTION	NON USD EXPENSE		CURRENCY EXCHANGE RATE (PROVIDE BACKUP USING EXPENSE DATE)	AMOUNT IN USD
		AMOUNT	CURRENCY		
	TOTAL				$ 0.00

NOTE: If reimbursement was requested by foreign wire during the onboarding process, payment will be remitted in the currency specified at that time.

Signature of Guest

I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Princeton University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipts have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Princeton University in full for those expenses.

USER (PRINT NAME)	DATE	SIGNATURE

- **Please attach the completed and signed form to a non-PO payment request.**
  Questions? Contact the Financial Service Center at (609) 258-3080 or email finance@princeton.edu.

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