EMPLOYEE EXPENSE REIMBURSEMENT FORM

Employee Name (Print)________________________ **Department/Lab**_______________________ **Box #**____

(A separate Employee Expense Reimbursement Form must be filled out for each travel related event.)

Business Purpose (Detailed reason for expenditure. Include person and/or organization visited, and location. Also include the expense date range.)

Date(s) of expense(s) **Business Purpose**

______________________ ____

Summary of Expense(s) (List each expense. Use the "Description" column to provide the names of additional participants. Please utilize page 2 if additional space is needed. See page 3 for frequently used expenditure codes.)

Amount (USD)	Project	Task	Award	Expenditure	Organization	Description

Expense Total $ 0.00

I certify that these are all legitimate Rockefeller University business expenses and are in accordance with current University policy.

Employee *(Signature)*________________________________ ***Date***________________

HOL/Dept. Head *(Print)*_____________________________

HOL/Dept. Head *(Signature)*__________________________ ***Date***________________

Email this form and receipts as a single PDF to expensereimbursement@rockefeller.edu

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Summary of Expense(s) (List each expense. Use the "Description" column to provide the names of additional participants. See page 3 for frequently used expenditure codes.)

Amount (USD)	Project	Task	Award	Expenditure	Organization	Description

Expense Total $ 0.00

Grand Total $ 0.00

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	Common Expenditure Code Usage (As of 2/5/2025)	
Code	**Description**	**Use**
62112	Domestic Airfare	Domestic airline fees **and related (e.g. tickets, onboard Wi-Fi, luggage fee, etc.)**
62113	Domestic Train/Subway/Ferry Fare	Domestic train/subway/ferry fees **and related (e.g. tickets, onboard Wi-Fi, luggage fees, etc.)**
62114	Domestic Car/Bus Service	Domestic car/bus fees **(e.g. taxis, Lyft, Uber, parking, etc.)**
62115	Domestic Lodging	Domestic lodging fees **(e.g. hotels, Airbnb, etc.)**
62116	Domestic Meals	Domestic meal charges with a **direct business purpose.**
62122	International Airfare	International airline fees **and related (e.g. tickets, onboard Wi-Fi, luggage fee, etc.)**
62123	International Train/Subway/Ferry Fare	International train/subway/ferry fees **and related (e.g. tickets, onboard Wi-Fi, luggage fees, etc.)**
62124	International Car/Bus Service	International car/bus fees **(e.g. taxis, Lyft, Uber, parking, etc.)**
62125	International Lodging	International lodging fees **(e.g. hotels, Airbnb, etc.)**
62126	International Meals	All international food charges **(e.g. meals, snacks, etc.)**
62127	International Planned Conferences	International planned conference registration fees.
62128	International Miscellaneous	International charges that do not relate to other international codes **(e.g. newspaper, hand sanitizer, sunscreen, medical etc.)**
62131	Meeting	Related Expenses to a meeting if not covered by another code **(e.g. custom pens, dockets, posters, etc.)** ****Generally should be through I-Procurement.**
62132	Planned Conferences	Domestic planned conference registration fees.
62321	Equipment <$5000	All equipment considered assets (e.g. machinery, computers, copiers, etc.) that are <$5000. ****Generally must go through I-Procurement.**
62801	Computer Maintenance	All expenses related to computer upkeep **(e.g. hardware, service fees, etc.)**
63210	Telephone Usage	Telephone fees (ground/cellular) related to telephone usage **(e.g. data plans, taxes, etc.)** ****For maintenance of the phone use code 67601**
67001	General Departmental Expenses	General Departmental expenses **(e.g. calendars, pens, clocks, etc.)** ****Not to be used for equipment that are assets (e.g. Computers) or lab expenses specific to the laboratory (e.g. lab coats, beakers, etc.) For these use Codes 62321 and 67571 respectively.**
67003	Books	Books for business purposes.
67020	Subscriptions and Memberships	Only professionally related **(e.g. science journals, newsletters, organization memberships etc.)** ****For actual License/Certification Payment use code 67627.**
67025	Food Purchases	Food Purchases for the office **not** directly related to a **specific** business meeting **(e.g. Coffee, tea, sugar, etc.)**
67027	Publications	All expenses related to author publishing **(e.g. Printing, etc.)**
67514	Training	Expenses related to educational training **(e.g. classes, continuing credits, travel to classes, etc.)** ****For actual License/Certification payment use code 67627 (License/Certification Fees.)**
67571	Lab Expenses	Specific expenses related to the laboratory **(e.g. lab coats, beakers, etc.)** ****Not to be used for equipment that are assets (e.g. computers.) For this use code 62321.**
67581	Tributes & Condolences	Fees for the deceased or injured **(e.g. flowers, cards, balloons, etc.)**
67590	Special Events	All expenses for **non business events (e.g. parties, celebrations, team building events, etc.)** **This includes transportation, food, entertainment, etc.**
67597	Recruitment	All expenses related to RU Recruitment **(e.g. airfare, restaurant, hotel etc.)**
67601	Telephone Maintenance	Telephone fees (ground/cellular) related to service and upkeep of the phone itself **(e.g. repairs, replacement, etc.)**
67627	License/Certification Fee	Payment of Actual License/Certification **(new, renewal, update, etc.)** ****For expenses related to this (e.g. classes, etc.) use code 67514.**
67649	Internet Service Providers	All Internet Service Providers.
67653	Computer Software	All expenses related to computer software **(e.g programs, databases, etc.)** **Also includes storage programs like dropbox, ICloud, etc.
67856	Business Gifts & Plaques	Business related gifts and awards.
67993	Fraud	All charges related to fraud.

IRS Mileage Rate (2025): 70 cents/mile