



HARVARD
UNIVERSITY

EMPLOYEE REIMBURSEMENT/ CORPORATE CARD PAYMENT FORM

Accounts Payable
University Financial Services

Note: Receipts must be received by RCS within 90 days from the DATE OF THE EXPENSE

Harvard ID# Name WR#

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

	Dates of Expense(s)	Business Purpose: Provide detail reasons and date ranges for expenditure. Travel and entertainment expenses require the person(s) and/or organization and location. ALL expenses must be itemized.
#1	05/19-05/20/15	Jane Smith traveled to Arlington, VA for the Society of Clinical Trials Conference on 5/19-5/21/15 to present:
#2		"Informative Interaction & Intereference in Randomized Trials"
#3		
#4		

Summary of Expenses - In lieu of completing the description section, you may attach the corporate card statement by writing the business purpose # next to the itemized line.

Purpose #	Date	Description	Air/Rail Travel	Ground Trans	Lodging	Business Meals	Other	Total
1	May 19, 2015	Uber (Transportation, Home to Logan Airport 5/19/15)		\$24.10				\$24.10
1	May 19, 2015	Taxi (Logan Airport to Home 5/21)		\$37.56				\$37.56
1	May 19, 2015	Taxi (Dinner to Hotel 5/19/15)		\$16.70				\$16.70
1	May 19, 2015	Hyatt Regency (Breakfast, 5/20/15, No Alcohol)				\$6.33		\$6.33
Sub Total Expense from Page 2					\$413.50	\$62.33		\$475.83
Expense Report Total				\$78.36	\$413.50	\$68.66		\$560.52

Total amount under \$75 itemized in Expense Report Total

I certify these are valid Harvard University expenses

Reimbursee/Card Holder Signature

Prepared by

Phone #

(PRINT)

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

Approved By

Phone #

(PRINT)



EMPLOYEE REIMBURSEMENT/ CORPORATE CARD PAYMENT FORM

Name

WR #

	Dates of Expense(s)	Additional Business Purpose: Provide detail reasons and date ranges for expenditure. Travel and entertainment expenses require the person(s) and/or organization and location. ALL expenses must be itemized.
#5		
#6		
#7		
#8		

Additional Expenses - In lieu of completing the description section, you may attach the corporate card statement by writing the business purpose # next to the itemized line.

Purpose #	Date	Description	Air/Rail Travel	Ground Trans	Lodging	Business Meals	Other	Total
1	May 20, 2015	McDonalds (Dinner 5/20/15, No Alcohol)				\$8.33		\$8.33
1	May 21, 2015	Hyatt Regency (Breakfast 5/21/15, No Alcohol)				\$4.40		\$4.40
1	May 20, 2015	The Diner (Lunch 5/20/15, No Alcohol)				\$49.60		\$49.60
1	05/19-05/21	Sheraton (Hotel Accommodations 5/19-5/21)			\$413.50			\$413.50
Sub-Total Expense to Page 1					\$413.50	\$62.33		\$475.83

Line Distribution

Purpose#	Amount	Tub	Org	Object	Fund	Activity	Sub	Root

HINTS AND POLICY NOTES:

- You may attach a Corporate Card statement in lieu of completing the description section. Cross-reference business purpose to each item on the statement by writing the business purpose # next to the itemized lines
- Please refer to www.travel.harvard.edu for complete policy
- This completed form and required documentation must be returned to the local unit for processing.
- Receipt report must be included with this form.

Harvard School of Public Health
Department of Biostatistics

Travel Authorization Form for Students and Post-Doctoral Fellows on Research Grants

Completed Travel Authorization forms must be submitted 3 business days prior to registration deadlines or calling Harvard Travel. Please include a print out of the agenda or screen shot of website showing conference dates with the Travel Authorization Form. Travel dates must match dates of conference/meeting. If your travel is before or after conference dates, you must receive pre-approval. If approved you must submit a check payable to Harvard University for the difference in fare before the ticket is approved. All travel must be booked through the Harvard Travel Center. They can be reached at 496-8000. Please inform them you are traveling with federal funds and need the lowest available fare. All international flights MUST depart on a US FLAG CARRIER. Helpful Hint: Use Orbitz or your favorite online travel site to find the itinerary and price that meets your needs first, and then ask Harvard Travel to quote that flight. All lodging, meal and incidental receipts must be submitted to Judy Logan for reimbursement along with the Non Employee reimbursement form within 45 days of the last day of travel.

Name (as is appears on photo ID): Jane Smith HUID: 70925865

Local Address: 1 Brattle Street, Boston, MA

Permanent Address (if different): _____

Name of Conference: Society of Clinical Trials Conference

Location: Arlington, VA

Travel Dates: 05/19-05/20/15 Are there any extra days added at beginning or end of conference?
 Yes No

Conference Dates: 05/19-05/21 If yes, is there a Harvard business purpose? Yes No

a) If yes, please explain: _____

b) Extended Itinerary Departmental Approval: _____

Are you an invited speaker, presenter, or are you presenting a poster? Yes No

If yes, please provide title/topic of presentation & describe how it's directly related to the project being charged:
"Informative Interaction & Interference in Randomized Trials"

If no, please describe how your attendance is directly related to your work on the project being charged:

Name of Research Project: Grant R42

Name of PI: Xihong Lin

My travel includes the following pre-paid components:

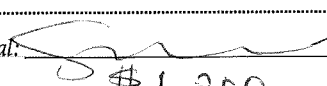
Registration Fee: Yes No Amount: 650.00

If yes, please attach the completed registration form

Airfare: Yes No

Signature of Traveler: Jane Smith Date: 01/25/15

PI Approval: Xihong Lin Date: 02/02/15

Financial Manager's approval: 

Amount allocated for travel: \$ 1,200

Fund No. to be charged: 275-23590-XXXX-123456-789976-4123-00277

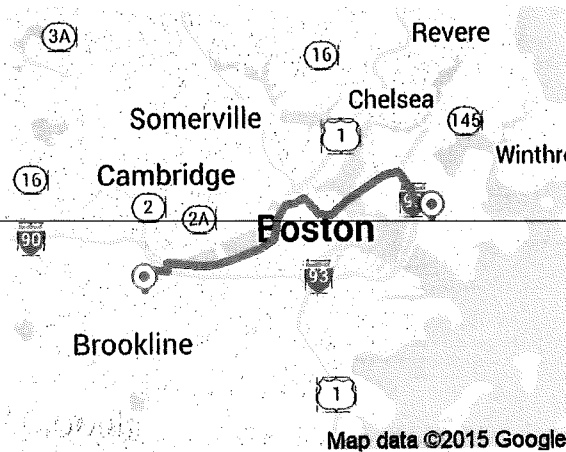
De: **Uber Receipts** receipts.boston@uber.com
 Objet: **Your Thursday afternoon trip with Uber**
 Date: 14 mai 2015 02:27 PM

UBER

MAY 14, 2

\$24.10

Thanks for choosing Uber, Michael



FARE BREAKDOWN

Base Fare	2.00
Distance	8.49
Time	3.86

Subtotal	\$14.35
Airport Surcharge (?)	8.75
Safe Rides Fee (?)	1.00

CHARGED

Personal **** 0180 **\$24.10**

5/19/15

Home

Logan

02:08pm
 204-230 Saint Paul Street, Brookline, MA

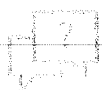
02:27pm
 Boston Logan International Airport, Logan Airport
 Terminal B, Boston, MA

CAR	MILES	TRIP TIME
uberX	7.07	00:18:23

MEET YOUR DRIVER



You rode with Arthur



Uber Support

Get help with questions about your trip
 or see something weird? (get it, Uber?)



Give \$20, Get \$20

Share a ride. Double.

Taxi

Taxi

PASSENGER COPY
HACK#: 00004510
CAB#: 1654
DATE: 5/20/2015
ST. TIME: 18:00
END TIME: 18:30
TRIP#: 29206
DIST: 6.80 MI
FARE: \$ 23.80
EXTRA: \$ 7.50
TIP: \$ 6.26
GR. TOT: \$ 37.56
CARDNUMBER: 0180
AUTH#: 066807
HACKNEY CARRIAGE
(617) 536-TAXI
EMAIL: TAXI@DCTAXI.DC.GOV

CAB # E984
CUSTOMER COPY
05/17/15 TR 1732
START END MILES
22:02 22:13 3.9
REGULAR FARE
FARE: \$ 12.70
EXTRA: \$ 1.00
TOLL: \$ 0.00
SRCH: \$ 0.25
TIP: \$ 2.75
TOTAL: \$ 16.70

CARD: 8277
AUTH: 950962

DCTC COMPLAINTS
LINE AND
WEBSITE ADDRESS
PH: 855-484-
4967, TTY 711
WWW.DCTAXI.DC.
GOV

Logan to Home

5/21/15

Dinner to Hotel (DC)

5/19/15

* too late for
public transportation

399

HYATT REGENCY CRYSTAL CITY
PERKS

710 SENAIT

CHK 6251 MAY 15 7:51GST 1

1 CROISSANTS	3.00
1 HOUSE VENTI	2.75
Food Sales	5.75
*Tax	0.58
Total Paid \$	6.33
XXXXXXXXXXXX0180	XX/XX
MasterCard \$	6.33

----710 CLOSED MAY18 7:52AM----

Join Hyatt Gold Passport today and start earning points for stays, dining and more. Visit goldpassport.com.
 *Not point earning eligible.
 #No* point* redemption eligible.



BUY ONE GET ONE FREE QUARTER POUNDER
W/CHEESE OR EGG McMUFFIN

Go to www.mcdvoice.com within 7 days
and tell us about your visit.

Validation Code: _____
Expires 30 days after receipt date.
Valid at participating US McDonald's.
2620 JEFFERSON DAVIS HWY
ARLINGTON

VA

22202

!!! THANK YOU !!!

TEL# 703 683 2107 Store# 7857

Breakfast 5/20/15

NO Alcohol

\$6.33

\$8.33

McDonalds

Dinner

5/20/15

NO alcohol

May 15 (Mon) 20:17

SIDE 1 KVS Order 9E

ITEM	TOTAL
1 Sirloin Steakhouse	4.95
1 French Fries	1P 0.00
1 M Coke	1P 0.00
1 Oreo McFlurry	2.59
Subtotal	7.58
Tax 1 (6%)	0.45
Subtotal	8.03
Tax 2 (4%)	0.30
Subtotal	8.33
Take-Out Total	8.33
Cashless	8.33
Change	0.00

MER# 23002402
 CARD ISSUER ACCOUNT#
 Debit SALE ***0180
 AUTHORIZATION CODE -- 730142
 SEQ# 283345

McDonald's Restaurant

HYATT REGENCY CRYSTAL CITY
PERKS

710 SENAIT

CHK 6610 MAY20'15 8:01GST 1

1 HOUSE VENTI 2.75
 1 BISCOTTI 1.25
 Food Sales 4.00
 *Tax 0.40
 Total Paid \$ 4.40
 XXXXXXXXXXXXX0180 XX/XX
 MasterCard \$ 4.40
 ----710 CLOSED MAY20 8:01AM----

Join Hyatt Gold Passport
 today and start earning points
 for stays, dining and more.
 Visit goldpassport.com.
 *Not point earning eligible.
 #Not point redemption eligible.

Breakfast
 5/21/15
 NO alcohol
 \$4.40

THE DINER
 2453 18th St NW
 Washington, DC 20009
 202-232-8800

Check 474 Table 30
 Wilfredo 5/20/2015
 Guests 3 2:17 PM

Braised Pork 12.00
 Salmon Dinner 15.00
 → Cobb Salad 13.00 - *
 Diet Coke 2.10
 → Lemonade 2.99 - *

Subtotal 45.09
 10% Sales Tax 4.51

TOTAL 49.60

BALANCE DUE 49.60

Show your appreciation,
 Please Tip Your Server.
 Become a fan of The Diner on Facebook!
 Thank You!

Lunch 5/20/15
 \$17.59
 NO alcohol



Page Number : 1 Invoice Nbr : 183160
 Guest Number : 756742
 Folio ID : A
 Arrive Date : 19-MAY-15 14:59
 Depart Date : 21-MAY-15 11:40
 No. Of Guest : 1
 Room Number : 1812
 Club Account :

Tax Invoice

Tax ID :

Sheraton Phila U Cty 21-MAY-15 11:40 RCOW

Date	Reference	Description	Charges (USD)	Credits (USD)
19-MAY-15	RT1812	Group Room	179.00	
19-MAY-15	RT1812	State Occupancy Tax 7%	12.53	
19-MAY-15	RT1812	City Occupancy Tax 8.5%	15.22	
20-MAY-15	RT1812	Group Room	179.00	
20-MAY-15	RT1812	State Occupancy Tax 7%	12.53	
20-MAY-15	RT1812	City Occupancy Tax 8.5%	15.22	
21-MAY-15	VI	Visa		-413.50

For Authorization Purpose Only

xxxxxx5621

Date	Code	Authorized
19-MAY-15	07303B	447.5

**** Total** 413.50 -413.50
***** Balance** 0.00

Turn stays into getaways. As a Starwood Preferred Guest member you will earn Starpoints for your stays, then use those points on anything from free nights and free flights without blackout dates to merchandise and once-in-a-lifetime experiences. If you're not already a member, join at the front desk or at www.SPG.com

Continued on the next page

Hotel Accomodations
 5/19 - 5/21
 (2 nights)