## BRONX COMMUNITY COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

## PERSONAL EXPENSE REIMBURSEMENT FORM (To be submitted with original receipts)

\*First time user/traveler must submit a completed W-9 Form to the Accounts Payable Department. W-9 form can be accessed at http://www.bcc.cuny.edu/accountspayable/?page=forms

Department			Payee			EmplID	FMS Number	Date
For amounts disbursed as follows:								
Month	Day	Particulars	Bus/Train/Car	Misc	Taxi	Odometer End – Start	Total x .28 cents	Total

Chargeable Codes:

Total Amount \$

I hereby certify that the above account of expenditures is a true and correct statement of disbursements actually made by me; that the allowances for supper money included in this account was for services required after regular business hours and authorized by my supervisor; and that the expenditures of the above sums were necessary in the performances of my official city duties; and further certify that no part thereof has been paid to me except as stated thereon, and that the balance as shown therein is actually due me.

President's, VP's, Dean's, Chair's/Head of Dept's Approval