

Travel Reimbursement with an Advance

This example shows how the supporting document for a travel reimbursement with an advance should look.

Rachel Green – Travel Reimbursement

Trip to San Antonio to present at the ASOR 2016 meeting

November 16-20, 2016 (*Dates of Travel*)

Cost of trip: \$1,029.27

Amount advanced: \$485.70

Total amount requested from research account: \$543.17

Travel Expenses

#	Date	Expense Description	USD Amount	Notes
1	11/16/2016	Train from NYC to airport	13.00	
2	11/16/2016	Flight from NYC to San Antonio	--	Flight cost was advanced
3	11/19/2016	Hotel	185.63	
4	11/20/2016	San Antonio per diem	288.00	
5	11/20/2016	Flight from San Antonio to Philadelphia	--	Flight cost was advanced but the returning flight had been changed last minute
6	11/20/2016	Car service from airport to bus station	44.94	
7	11/20/2016	Bus from Philadelphia to NYC	12.00	

ADVANCE: For Reference Only

NYU ISAW Advance Request

Payee Information		
NAME (LAST NAME, FIRST NAME)	NYU ID NUMBER	EMAIL ADDRESS

ADVANCE CHARGED TO: My Research Account Other Account (specify): _____

(please note advances may NOT be split between accounts)

TRAVEL DESTINATION: San Antonio, Texas

DATES OF TRAVEL: 11/16/16-11/20/16

TOTAL AMOUNT REQUESTED: \$ ~~0.00~~ 485.70

AMOUNT REQUESTED TO: NYU-AMEX: \$ _____ CASH: \$ _____

BRIEF DESCRIPTION OF BUSINESS PURPOSE AND REASON FOR REQUESTING ADVANCE:

Requesting advance to cover the cost of airfare to San Antonio for attendance at the 2016 meeting of the American Schools of Oriental Research, where I will present a paper in the panel session 2A: "Object, text, and image: Interdisciplinary Approaches to Seals, Sealing Practices, and Administration I."

PLEASE RETURN THIS FORM AND RECEIPTS TO THE REIMBURSEMENT BOX AT THE 3RD FLOOR RECEPTION DESK. All receipts must be itemized. Receipts must be held together with a paperclip or in an envelope and submitted with this completed form. Please do not tape or staple. Missing/Inadequate receipts require completion of NYU Missing/Inadequate Documentation Report. Expenses must be allowable under NYU financial policies and guidelines. Sponsor regulations (i.e. Federal A-21 guidelines) must also be followed for expenses charged to grants, awards, contracts, etc. Foreign currencies must be converted to US Dollars on date of purchase and currency conversion print-out must be attached.

✓ A confirmation email has been sent to:

Trip information

Confirmation number: New York/Newark, NJ, US (EWR - Liberty) to San Antonio, TX, US (SAT)

MELYJ6

Purchase summary

1 adult (18-64)	\$417.67
Taxes and fees	\$68.03
1 adult (18-64): \$68.03 /person	
U.S. Transportation Tax	\$11.30
U.S. Transportation Tax	\$20.03
September 11th Security Fee	\$5.60
U.S. Passenger Facility Charge	\$4.50
U.S. Flight Segment Tax	\$4.00
September 11th Security Fee	\$5.60
U.S. Passenger Facility Charge	\$4.50
U.S. Flight Segment Tax	\$4.00
U.S. Passenger Facility Charge	\$4.50
U.S. Flight Segment Tax	\$4.00

Total \$485.70

Credit card payment: \$485.70 (Visa-***3184)

Trip summary

Wednesday, November 16, 2016

6:10 pm → 9:32 pm Nonstop
 New York/Newark, NJ, US (EWR - Liberty) San Antonio, TX, US (SAT) 4h 22m total

New York/Newark, NJ, US (EWR - Liberty) to San Antonio, TX, US (SAT) United Economy (L)
 6:10 pm - 9:32 pm (4h 22m) Mea's for purchase

UA 1925 | Boeing 737-900

W-Fi Power outlets

Sunday, November 20, 2016

1:50 pm → 10:46 pm 1 Connection
 San Antonio, TX, US (SAT) New York/Newark, NJ, US (EWR - Liberty) 7h 56m total

San Antonio, TX, US (SAT) to Chicago, IL, US (ORD - O'Hare) United Economy (V)
 1:50 pm - 4:35 pm (2h 45m) Snacks for Purchase

UA 625 | Airbus A320

W-Fi

Long layover

United accepts the following items, per customer to be carried on the aircraft at no charge:

- One carry-on bag no more than 45 linear inches or 114 linear centimeters
- One personal item (such as a shoulder or laptop bag).

Due to FAA regulations, operating carriers may have different carry-on requirements. Please check with the operating carrier for more information or go to [united.com/baggage](https://www.united.com/web/en-US/content/travel/baggage/default.aspx) (<https://www.united.com/web/en-US/content/travel/baggage/default.aspx>).

Checking bags for this itinerary

Checked baggage service charges are collected at any point in the itinerary where bags are checked. The bag service charges below reflect a maximum outside linear dimension of 62 linear inches (157 cm).

First and second baggage service charges per traveler as listed below:	1 st bag	2 nd bag	Weight per bag
Wed, Nov 16, 2016 New York/Newark, NJ, US (EWR - Liberty) to San Antonio, TX, US (SAT)	\$25 ^{PER TRAVELER}	\$35 ^{PER TRAVELER}	50 lbs (23 kgs)
Sun, Nov 20, 2016 San Antonio, TX, US (SAT) to New York/Newark, NJ, US (EWR - Liberty)	\$25 ^{PER TRAVELER}	\$35 ^{PER TRAVELER}	50 lbs (23 kgs)

These amounts represent an estimate of the first and second checked baggage service charges that may apply to your itinerary. If your itinerary contains multiple travelers, the service charges may vary by traveler, depending on status or memberships.

First and second bag service charges do not apply to active-duty members of the U.S. military and their accompanying dependents. For additional information regarding baggage charges, allowances, weight/size restrictions, exceptions or embargoes, or charges for overweight, oversized, excess, odd-sized baggage, special items or sporting equipment, visit [united.com/baggage](https://www.united.com/baggage) (<https://www.united.com/web/en-US/content/travel/baggage/default.aspx>).

Check Your First Bag for Free



Save up to \$100 per roundtrip. Primary Cardmembers and one companion on the same reservation can check their first bag free on United-operated flights when purchasing tickets with their Explorer Card.

https://www.theexplorercard.com/30kAFW?cell=WFL&int_source=loyalty&mode=d&

For Reference Only

Program-at-a-Glance

2016 ASOR Annual Meeting | La Cantera Resort and Spa, San Antonio, Texas

Wednesday, November 16

Plenary Address by Sarah Parcak (7:00–8:15pm)

Opening Reception (8:30–10:00pm)

Thursday, November 17

Session 1 (8:20–10:25am)

- 1A: Encoding Data for Digital Collaboration
- 1B: Archaeology of Anatolia I
- 1C: Archaeology of Egypt I
- 1D: Archaeology of Israel I
- 1E: Cultural Heritage Management: Methods, Practices, and Case Studies
- 1F: Archaeology of the Near East: Classical Periods I
- 1G: Material Culture and Identities in the Eastern Mediterranean I
- 1H: Art Historical Approaches to the Ancient Near East I

Session 2 (10:40am–12:45pm)

- 2A: Object, Text, and Image: Interdisciplinary Approaches to Seals, Sealing Practices, and Administration I
- 2B: Archaeology of Anatolia II
- 2C: Archaeology of Egypt II
- 2D: Tandy Institute for Archaeology: A Decade of Research
- 2E: History of Archaeology
- 2F: Forty Years of Tell Halif
- 2G: Material Culture and Identities in the Eastern Mediterranean II
- 2H: Archaeology of the Byzantine Near East

ASOR Members' Meeting (12:45–2:00pm)

Session 3 (2:00–4:05pm)

- 3A: Landscapes of Settlement in the Ancient Near East I
- 3B: Levantine Ceramics Project (Workshop)
- 3C: Archaeology of Egypt III
- 3D: Archaeology of the Near East: Bronze and Iron Ages I
- 3E: The Fourth Expedition to Lachish, 2013-2016: A Report on the First Four Seasons I
- 3F: Archaeology of Islamic Society
- 3G: Material Culture and Identities in the Eastern Mediterranean III
- 3H: Ancient Inscriptions I

Session 4 (4:20–6:25pm)

- 4A: Landscapes of Settlement in the Ancient Near East II
- 4B: Archaeology of the Black Sea and the Caucasus
- 4C: Sicily and the Levant
- 4D: Archaeology of the Near East: Bronze and Iron Ages II
- 4E: The Fourth Expedition to Lachish, 2013-2016: A Report on the First Four Seasons II
- 4F: Archaeology of the Near East: Classical Periods II
- 4G: Archaeology of the Kurdistan Region of Iraq I
- 4H: Ancient Inscriptions II

For Reference Only

Saturday, November 19

Session 9 (8:20–10:25am)

- 9A: Methods of Historiography in the Study of Israel and the Levant—Joint Session with SBL
- 9B: Bioarchaeology of the Near East II
- 9C: Israel's Exodus in Transdisciplinary Perspective
- 9D: Glass in the Ancient Near East
- 9E: Ancient Texts and Modern Photographic and Digital Technologies
- 9F: Archaeology of Cyprus II
- 9G: Antioch – A Legacy Excavation and its Afterlife
- 9H: Prehistoric Archaeology

Session 10 (10:40am–12:45pm)

- 10A: Archaeology of Arabia II
- 10B: Archaeology of Mesopotamia
- 10C: Archaeology of Monasticism
- 10D: New Research in Pre-Islamic Central Asia
- 10E: Archaeology of the Natural Environment: Archaeobotany and Zooarchaeology in the Near East
- 10F: Technology in Archaeology: Recent Work in the Archaeological Sciences
- 10G: Senses and Sensibility in the Near East II
- 10H: Theoretical and Anthropological Approaches to Archaeology I

Projects on Parade – Poster Session (12:45–2:00pm)

Session 11 (2:00–4:05pm)

- 11A: Locating Mesopotamian Civilization in Highland-Lowland Encounters
- 11B: Materiality of Communication II
- 11C: New Light on Persian Period Judah: The Archaeological Perspective
- 11D: New Insights into the History of Sepphoris from the Sepphoris Regional Project
- 11E: Archaeology of the Crusaders and their Neighbors
- 11F: Developing Isotopic Investigations in the Near East and Caucasus
- 11G: The Middle Bronze Age in the Southern Levant Revisited: Chronology and Connections I
- 11H: Theoretical and Anthropological Approaches to Archaeology II

Session 12 (4:20–6:25pm)

- 12A: Cyber-Archaeology in the Middle East Today
- 12B: The Tel Dan Excavations at Fifty
- 12C: New Light on Old Collections
- 12D: Gender in the Ancient Near East
- 12F: Reports on Current Excavations - ASOR Affiliated
- 12G: The Middle Bronze Age in the Southern Levant Revisited: Chronology and Connections II
- 12H: Theoretical and Anthropological Approaches to Archaeology III



RECEIPT

11/16/16 15:06

NJ TRANSIT Rail

1 ADULT One Way
NYP NYP **EWR**
SERIAL NR : 03940
FARE : \$13.00

TOTAL : \$13.00

PAYMENT : Credit-VI
AMOUNT : \$13.00
MERCHANT : 04001070002
TRANS. ID : 030-0006361431
ACCT NO : XXXXXXXXXXXXX3184
NAME :
AUTH NO : 06647B

107 NYP NYP



WBB

MELYJ6 34D 137
UA 1925

Newark-Liberty Intl to San Antonio

UA 1925	GATE	BOARDING BEGINS	SEAT
EWR-SAT	C103	5:35 PM	34D
Wednesday, November 16, 2016	Gate May Change	Boarding ends: 5:55 PM Flight departs: 6:10 PM Flight arrives: 9:32 PM	Aisle Economy

BOARDING GROUP
5



Confirmation: MELYJ6
Ticket: 01623235461573

A STAR ALLIANCE MEMBER

New York/Newark terminal information

United-operated flights arrive and depart from Terminals A, B and C. Transportation between terminals is available by bus or AirTrain.

United check-in counters are located at Terminal A and Terminal C. Customers departing from Terminal B should use the check-in facilities in Terminal C.

Global Services and United Global First customers should go to Level 3, Door 4, and take the escalator to C-2 to check in at the Global Services reception lobby.

Bag check must be completed no later than 45 minutes before departure. You are welcome to bring on board one carry-on bag and one personal item. You must be at the boarding gate at least 15 minutes prior to departure. Failure to be at the boarding gate by the required time could result in the loss of your seat without compensation, regardless of whether you are already checked in or have a confirmed seat. Refer to United's Contract of Carriage at united.com for more information on United's terms and conditions.



The United MileagePlus Explorer Card.

- Free checked bag¹
- Priority boarding privileges
- Two United ClubSM passes
- Double miles on United[®] tickets

For additional details and to apply, go to UnitedExplorerCard.com.

¹ **FREE CHECKED BAG:** Free bag is for first standard checked bag for the primary Cardmember and one companion traveling on the same reservation. Service charges for additional/oversized/overweight bags may apply. Purchase of ticket(s) with Card is required. See www.united.com/chasebag for details. Accounts subject to credit approval. Restrictions and limitations apply. United MileagePlus credit cards are issued by Chase Bank USA, N.A. Offer subject to change. See www.UnitedExplorerCard.com for pricing and rewards details.

MileagePlus: Miles accrued, awards and benefits issued are subject to the rules of the United MileagePlus program. For details, see www.united.com.



LA CANTERA
RESORT & SPA
HILL COUNTRY • SAN ANTONIO

4 Washington Square Village
New York, NY 10012
United States

Guest Name :
Company Name : American Schools of Oriental Research
Group Name : ASOR Annual Mtg

Room No. : 5232
Arrival : 11-18-16
Departure : 11-19-16
Folio No. : 83750
AR No. :
Conf. No. : 9327902
Cashier No. : 150
Custom Ref. :
Page No. : 1 of 1

INFORMATION INVOICE

Date	Description	Charges	Credits
11-18-16	Package	159.00	
11-18-16	Room State Occupancy Tax - 6%	9.54	
11-18-16	Room City/County Occupancy Tax - 10.75%	17.09	
11-19-16	Visa XXXXXXXXXXXX3184 XX/XX		185.63
Total Charges		185.63	
Total Credits			185.63
Balance			0.00

Guest Signature: _____

I agree that I am personally liable for payment of this account, and if this person, company or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company or association.



TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY & REGULATIONS

ABOUT US



Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-up >

FY 2017 Per Diem Rates for San Antonio Texas

(October 2016 - September 2017)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

The following rates apply for San Antonio Texas

Primary City (City) (S/A)	County (S/A)	Max Lodging by Month (Excluding Tax)												M&IE (S)		
		2016						2017								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
San Antonio	Bexar	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$64

Print Results New Search

* $564 \times .75 = 423$

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.

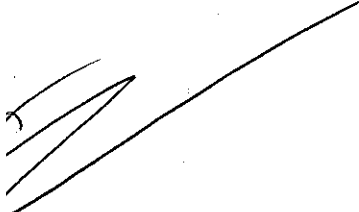
San Antonio

5 days: 11/16-11/20
 $(\$64 * .75) + (\$64 * 3) + (\$64 * .75)$
 $= \$288$

For Reference Only

5

original flight was cancelled
returning



MELYJ6 36C 23
UA 625 ESAT0001

San Antonio to Chicago-OHare

UA 625	GATE	BOARDING BEGINS	SEAT
SAT-ORD	B3	1:15 PM	36C
SUN 20 NOV 2016	Gate May Change	Boarding Ends: 1:35 PM	Aisle
		Flight Departs: 1:50 PM	Economy
		Flight Arrives: 4:35 PM	

BOARDING GROUP
5



Confirmation: MELYJ6
eTicket 01623235461573

A STAR ALLIANCE MEMBER



MELYJ6 34D 60
UA 613 ESAT0006

Chicago-OHare to Newark-Liberty Intl

UA 613	GATE	BOARDING BEGINS	SEAT
ORD-EWR	NOT YET ASSIGNED	6:55 PM	34D
SUN 20 NOV 2016		Boarding Ends: 7:15 PM	Aisle
		Flight Departs: 7:30 PM	Economy
		Flight Arrives: 10:46 PM	

BOARDING GROUP
5



Confirmation: MELYJ6
eTicket 01623235461573

A STAR ALLIANCE MEMBER



BOARDING PASS

DOORS CLOSE 10 MINUTES PRIOR TO DEPARTURE

FROM: SAN ANTONIO
TO: DALLAS/FT WORTH

GROUP 3

FREQUENT FLYER #
RECORD LOCATOR
TXQKOL

FLIGHT CLASS DATE DEPARTS
AA1524 Y 20NOV 613P

GATE BOARDING TIME SEAT
B2 543P 12F

0162326044143



(+)

BOARDING PASS

FROM: SAN ANTONIO
TO: DALLAS/FT WORTH

FLIGHT SEAT
AA 1524 12F

GROUP 3

DATE CLASS DEPARTS
20NOV Y 613P



BOARDING PASS

DOORS CLOSE 10 MINUTES PRIOR TO DEPARTURE

FROM: DALLAS/FT WORTH
TO: PHILADELPHIA

GROUP 3

FREQUENT FLYER #
RECORD LOCATOR
TXQKOL

FLIGHT CLASS DATE DEPARTS
AA546 Y 20NOV 830P

GATE BOARDING TIME SEAT
800P 13E

0162326044143



(+)

DALLAS/FT WORTH
TO: PHILADELPHIA

FLIGHT SEAT
AA 546 13E

GROUP 3

DATE CLASS DEPARTS
20NOV Y 830P

Replacement flight



Receipt from SC&S Car Serv., LLC
1 message

SC&S Car Serv., LLC via Square <receipts@messaging.squareup.com> Mon, Nov 21, 2016 at 1:06 AM
Reply-To: "SC&S Car Serv., LLC via Square"
<r_mfzhqythgfsfa3lxo5kgevclivzdgmrbpcws5cniy.rYUZ.pRIH9b1GFiAtwLPI.dd963029869e1d75cdabbe9cdaa02e6b8ec9d55f@reply.squareup.com>
To: gvkonsta@gmail.com

Reply to this email to leave feedback for SC&S Car Serv., LLC

SC&S Car Serv., LLC



How was your experience?



\$44.94

Custom Amount	\$35.00
Subtotal	\$35.00
Sales Tax (7%)	\$2.45
Tip	\$7.49
Total	\$44.94

Photo



SC&S Car Serv., LLC
Last Location
302-287-2266

Philadelphia airport → bus terminal

GREYHOUND LINES, INC.

RECEIPT & ITINERARY

** NOT GOOD FOR TRAVEL **

FROM: PHILADELPHIA PA
TO: NEW YORK NY

DEPART: Mon 21Nov16
KONSTANTOPOULOS GINA

CONF#: 1722745601
ONE WAY/ADULT

*** CITY ***	ARRIVAL	LAYOVER	DEPARTURE	SCHEDULE
PHILADELPHIA PA			02:20a 21Nov16	GLI 1682
NEW YORK NY	04:20a 21Nov16			GLI 1682

FARE PAID: \$11.00
TAX: XX
FEE: \$1.00 NONE
EXCESS BAG: \$0.00
EXCESS VAL: \$0.00

VISA
GV/GV

ROAD REWARD
001 00 29 31548452 8

01715 PHILADELPHIA PA
21Nov16 01:22a 3707
PHLT001
** VOID IF DETACHED **

Bus from Philadelphia to NYC