



500 WEST 185TH STREET NEW YORK, NY 10033-3201 (212) 960-5214 FAX (212) 960-0846

OFFICE OF THE DEAN

# Reimbursements for Guest Lecturers Expenses

Accounts Payable: Transmittals

Name:

\_\_\_\_\_ Last \_\_\_\_\_ First

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone #:

\_\_\_\_\_

E-Mail:

\_\_\_\_\_

YC Department Being Charged:

\_\_\_\_\_

**(Biology, Chemistry, etc.)**

Date Submitted:

\_\_\_\_\_

Reason for Purchase(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Reimbursement(s): \$ \_\_\_\_\_

Receipt(s) Attached

**RETURN TO:**  
Ryssa Henry  
Yeshiva College  
500 West 185<sup>th</sup> Street, F101  
New York, NY 10033

OVER →

**Car/Taxi/Parking:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Consultant:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Dues:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Conventions & Professional Meetings:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Software:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Equipment (small):**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Honorariums:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Meals, Refreshments & Supper Money:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Misc. Fee:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Petty Cash:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Postage & Mail:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Printing – Outside:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Recruitment Expense:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Subscriptions/Publications:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Supplies – Lab:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Supplies – Office:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Supplies – Instructional:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Tuition & Fees:**  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_

**Other:** \_\_\_\_\_  
\$ \_\_\_\_\_  
 Receipt(s) Attached; Date: \_\_\_\_\_