

EXPENSE BREAKDOWN SHEET

(WHEN NEEDED PLEASE ATTACH TO FORM EMP2000)

Form EMP2000A
(LAST REVISED MAY 23, 2002)

PAYEE'S FULL NAME (FIRST, MIDDLE INITIAL, LAST)	TELEPHONE NUMBER
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NOTE: Total expenses on this page (total of Section 1 and Section 2) must equal line 9a on Form EMP2000.

1. TRAVEL REIMBURSEMENT

- All travel expenditures must conform to the University's policy on travel. In the case of grants and contracts, the Sponsor's regulations or contract terms must also be followed.
- For foreign travel, refer to the government web site (www.state.gov/travel) for per diem amount for grants and contracts.

INCLUSIVE DATES OF TRAVEL	RETURN
DEPARTURE _____	_____
PURPOSE OF BUSINESS (PLEASE BE SPECIFIC)	

DATES	DESTINATION	AIR/BUS/RAIL	PERSONAL AUTO AMOUNT*	HOTEL	MEALS	TOTAL
						\$

**See CDV web site (www.nyu.edu/cdv) for current mileage rate.*

MISCELLANEOUS TRAVEL EXPENSES

REGISTRATION FEE	CAR RENTAL	PARKING	TOLLS	LOCAL FARES	TELEPHONE	OTHER	TOTAL

Total of Section 1 ➔ \$

2. LOCAL BUSINESS MEAL EXPENSES

- Complete this section to request reimbursement for local business meal expenses. State the name of guest(s), affiliation and business purpose of the expense(s).
- Meal expenses incurred during NYU business travel should be reported **only** in Section One above.

DATE	AMOUNT: \$
BUSINESS PURPOSE	
GUEST NAME	AFFILIATION

DATE	AMOUNT: \$
BUSINESS PURPOSE	
GUEST NAME	AFFILIATION

Total of Section 2 ➔ \$