

PAS REIMBURSEMENT Checklist

We cannot submit your initial reimbursement unless the first two check boxes are completed.

Remaining items required for each submission if applicable.

<https://www.pas.rochester.edu/about/departments-links.html>

- Delegations are current through 1/31 of upcoming year. (Needs to be updated annually)
- Payment election (banking information) has been made.
- Expense form has been completed chronologically and submitted as a separate Excel file.
- Single PDF of all itemized receipts with source currency conversion if applicable. (Oanda.com - currency conversion)
- Alcohol has been removed / separated. Not allowed on GR and has separate spend category for discretionary spend.
- Indicate prepaid airfare or whether reimbursement necessary. (Itinerary and or invoice required regardless)
- OPXXXXXX or GRXXXXXX account has been provided.