

Carolina Dynamics Reimbursement Instructions

April 2024

1 Instructions

- NSF does not reimburse for alcohol. Please deduct any alcohol from your receipts. Better yet, include alcohol on separate checks.
- Receipts are needed for all expenses. Please scan all receipts into a **single** PDF and email to **mickey.fray@furman.edu**.
- Fill out the information below to help Mickey get all your information into the correct categories. Scan it in as a **separate** pdf file from your receipts and include it in your reimbursement email.
- If you did NOT receive reimbursement from CDS in 2022 or 2023, then you need to fill out a W-9 form. You can scan and email this as well. If you are uncomfortable with that, make sure you get a hard copy to **Lori Alvin** prior to leaving UNC-Charlotte.

2 Name:

3 Travel

What was your mode of travel? (personal car, rental car, flight)

3.1 Rental Car:

Cost of Rental: _____

Cost of Gasoline: _____

Other: _____

3.2 Personal Car:

(include a printout of Google Maps with mileage in with your receipts)

Address of Origin:

Address of Destination:

Round Trip Milage: _____ × \$0.50 per mile = _____

3.3 Flight:

Cost of Flight: _____

Transportation to Airport for departing flight: _____

Airport Parking: _____

Transportation to UNC-Charlotte/Hotel: _____

Transportation to Airport for return flight: _____

4 Meals

If a meal happened before or after your CDS travel, or you don't need it reimbursed for other reasons, just enter: N/A.

4.1 Friday meals:

Breakfast: _____

Lunch: _____

Dinner: _____

Other: _____

4.2 Saturday meals:

Breakfast: _____

Lunch: _____

Dinner: _____

Other: _____

4.3 Sunday meals:

Breakfast: _____

Lunch: _____

Dinner: _____

Other: _____

5 Lodging

Name of Hotel:

Dates of stay:

Total lodging costs: _____

6 Other

List other expenses and their description here.

Total of other: _____

7 Total

Please total your expected reimbursement amount here.

Total: _____