Instructions for Reimbursement

When possible, a flexcard or PO should be used to make purchases. However, in instances where neither is available or appropriate (i.e. entertainment, travel), you can use a personal form of payment and get reimbursed.

To get reimbursed, please submit the following to the NRS Admin office:

- **Original itemized receipts**
  - Must be the receipt, NOT the order confirmation or packing slip (needs to show payment method used [i.e. last 4 digits of the CC used, indicate cash] or show a balance of zero).

- Completed [NRS Reimbursement Worksheet](#), including project code and supervisors signature
  - Please do not combine entertainment and non-entertainment expenses on the same form. Use two different forms if seeking reimbursement for both.

- For entertainment-related reimbursements, please also include a guest list and a description of the business related nature of the occasion or purpose of the event.

- For mileage reimbursement in a personal vehicle, please include a Google Maps (or similar) printout showing the route taken.

If the original receipt is lost or one was not provided, please fill out a [Declaration of Missing Evidence](#). You may also be asked to provide a credit card statement indicating the expense and/or a written statement confirming the nature of the expense.