

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.