

# Student Expense Reimbursement Tip Sheet

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## **NEW Online process for Student Payments**

Reimbursement and Payment requests are now submitted via an **ONLINE FORM**, replacing the EXP2000S paper form.

### **How to request reimbursement / Where is the online form?**

1. Contact your school administrator (admin) to initiate the reimbursement request
2. The school admin will generate an email to you with a **one-time use link** to the online form
3. Complete and submit the online form\*
4. Once submitted, you will receive a confirmation email with your **Payment Request ID**

*\* Remember to attach valid receipts and/or documentation (itemized, clear photo or scan) to avoid payment delays.*

## Student Expense Reimbursement Form

This form is to be used by NYU students only to request reimbursement for university business expenses. NYU will not process requests for expenses that are deemed nonpermissible /nonreimbursable by the University. The following file extensions are permitted .img .jpeg .jpg .pdf .png .tif .bmp in the uploading of receipts, with the maximum file size per receipt set at 1MB. If you are using a mobile phone and are entering the item amount, please zoom out to see the content.

Request Number 158  
University ID  
Name  
Description & Business Purpose

### Item Detail of Reimbursement

Item Amount	Item Description
0.00	

Total Amount

Add Item

### Attachment for Reimbursement

Attached File

Add Attachment

I, the Payee, certify that the charges reported here are correct and that I am not claiming reimbursement from other sources for the same. I understand that the University will deduct all federal, state, and local taxes and report any payments made to me as required by law.

Submit Form

## Payment will be issued via Cash, Check, or Direct Deposit

- **Non-cash** payment(s) will be paid to your Bursar Electronic Suite ([eSuite](#)) Direct Deposit account. You will be notified via automated email once your payment request has been approved and issued. [Updating direct deposit information](#)
- If you are not enrolled in direct deposit, you will be paid via check. The check will mail to the **“Mailing Address”** listed in NYU Albert/SIS. If you have not created a Mailing Address the check will default to the Permanent Address.
  - **How to Update Your Address**
    - *Directly via your Albert Student Center, or*
    - *Complete the [Change of Student Information Form](#) and submit in person at [StudentLink](#) or email the form to [registrar@nyu.edu](mailto:registrar@nyu.edu)*
    - *For more info, please see [NYU's Change of Information page](#)*

- You have the option of picking up a cash reimbursement if the total amount of your request is **\$300 or less**. You must click/select the cash option button when completing the form (shown below).

**Click if you want to be paid by cash (if the total amount is no more than \$300)**

- You will be notified via automated email once your payment is approved and ready for pickup. You can pick up cash at any of the locations listed below (**please make sure to bring your PHOTO ID**):
  - Manhattan StudentLink Center: 383 Lafayette Street
  - Brooklyn StudentLink Center: 5 MetroTech Center, Suite 201
  - Office of the Bursar - David B. Kriser Dental Center: 345 East 24th Street Room, C118

## **International Students - Glacier profile required (Awards & Prizes only)**

**Please be sure your GLACIER\* Tax Prep (GTP) profile is set up to avoid payment delays. You are no longer required to provide Form W-9.**

*All international students and scholars are required to report to the US Internal Revenue Service (IRS) each year — even if they did not work during the prior year. You will not necessarily need to pay taxes; but reporting your presence in the US is a legal requirement.*

[Link to information on Tax and GLACIER Tax Prep](#)

## **Questions about your payment**

Contact your school requester or FinanceLink at [AskFinanceLink@nyu.edu](mailto:AskFinanceLink@nyu.edu) or 212-998-1111 for **ALL** questions related to your request.

**Your school requester will be able to help answer questions that include:**

- Where is my payment
- Was my payment issued
- When was my payment issued
- Why did I receive partial payment
- Missing or lost check (*how to request a stop-payment*)
- Missing direct deposit (*make sure your bank account information is current in eSuite*)

**Accounts Payable (AP) will contact you directly if your request has been declined, and/or if there is an issue with your receipt or other documentation.**