

Reimbursement Template Guidelines

Reimbursement Form

Individual Relation to WMF	Scholarship Recipient
1. President	1. President
2. Vice President	2. Vice President
3. Treasurer	3. Treasurer
4. Secretary	4. Secretary
5. Board Member	5. Board Member
6. Staff	6. Staff
7. Volunteer	7. Volunteer
8. Other	8. Other

Receipt#	Date	Vendor/Merchant	Expense Type	Expense Description	Currency Code	Amount	Conversion Rate	Total (USD)
	26 November 2018 – 30 November 2018	Travelodge by Wyndham	Hotel	Travelodge by Wyndham Berkeley 1820 University Ave, Berkeley, CA 94703, Stati Uniti	USD	\$566.48	1.0000	\$566.48
	26 November 2018, 3 December 2018	Lufthansa	Airfare	Bologna to San Francisco travel	USD	\$579.04	1.0000	\$579.04
	3 December 2018	Uber	Transportation from/to the Airport	San Francisco city to the Airport	USD	\$37.10	1.0000	\$37.10
	26 November 2018	Taxi	Transportation from/to the Airport	From the airport to Berkeley	USD	\$104.70	1.0000	\$104.70
	29 November 2018	The Flying Flafel – Berkeley	Meals		USD	\$19.98	1.0000	\$19.98
	26 November 2018	Kundenbeleg	Meals		USD	\$10.05	1.0000	\$10.05
	27 November 2018	McDonalds	Meals		USD	\$19.80	1.0000	\$19.80
	30 November 2018	Napa Farms Market	Meals		USD	\$35.39	1.0000	\$35.39
	26 November 2018 – 30 November 2018	U.S Customs and Border Protection	Other	ESTA – Electronic System for Travel Authentication	USD	\$14.00	1.0000	\$14.00
	26 November 2018 – 30 November 2018	Allianz	Other	Health care Insurance	USD	\$1.83	1.0000	\$1.83
					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
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					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
					USD	\$0.00	1.0000	\$0.00
				** For mileage reimbursement, use travel as expense type and IRS rate of \$0.545/ mile 2018			TOTAL:	\$1,468.37

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TOTAL:	\$1,468.37
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SIGNATURE:

DATE: 7 January 2019

APPROVED BY:

DATE: _____

Non-U.S. Per Diem Rates by Location

<https://www.irs.gov/uac/newsroom/2016-standard-mileage-rates-for-business-medical-and-moving-announced>

* In the event that the reimbursement will be transferred outside the United States, please contact accounting for Wire Transfer or Paypal Instructions

** The Wikimedia Foundation reimburses approved Per Diem claims at a rate of 75% of the Published GSA Rate for the period and location claimed



Sheet 2: Guidelines

Field Name	Description
Receipt#	Optional- if it helps you to number your receipts and tie them to a corresponding number on the summary sheet, by all means number-away. However, whether you choose to number your receipts or not, the amount listed on the summary page should correspond exactly to an amount on a supporting document.
Date	This is the posting date for the transaction(s) as listed on the receipt; or in the case of a Per Diem claim, the date for the day that the per diem is being claimed.
Vendor/Merchant	This identifies the vendor from whom the purchase was made
Expense Type	This identifies the general type of expense being claimed
Description	This field should contain a logical description of the transaction including the First and Last Name of the individual who the expense was incurred on behalf of (if different than the individual submitting the expense report); their affiliation to the foundation (if different than the individual submitting the expense report); and the business purpose of the transaction.
Currency Code	The three letter code that identifies the currency in which your out of pocket expenses were incurred.
Amount	The amount being claimed that corresponds directly to the supporting receipt.
Conversion Rate	Rate applied to any foreign currency amount being claimed; this should correspond to the date of the transaction being claimed, or some average rate pertaining to the time frame that expenses were incurred.
Total (USD)	This represents the Amount of any individual transaction as converted to USD

Submission Checklist:

- 1. Have I secured and attached receipts/support for all charges? Are the receipts/support clear and complete?
- 2. Have I included a detailed breakdown of any/all Per Diem claims, with support as to how I arrived at the amount?
- 3. Have I included support for any/all Conversion Rates that I am claiming?
- 4. Have I acquired and/or attached the appropriate approvals? Are the approvals clearly documented?

If you've answered "Yes" to ALL of these questions, it is time to submit the package to Accounting: [accounting@wikimedia.org](#)

* If you would rather submit directly to accountspayable@wikimedia.org without obtaining approval, then please note that Reimbursement Packages are not considered complete until approval has been obtained.

