

**How to use this Template**

Please use this template for submitting a request for reimbursement. If you would like to submit an invoice for services, please do so using the services invoice template. There is help text above most cells in the spreadsheet.

**For Meeting Reimbursement and Reimbursables:**

- Attach and number all receipts.
- The mileage reimbursement rate is set every year and is automatically calculated in the template.
- The 2024 mileage reimbursement rate is .67 per mile.
- Sign or type your name in the form where indicated.
- Combine the Excel form and the supporting receipt into one pdf.
- Submit FIP related invoices and receipts through the FIP Portal. For non-FIP invoices and receipts, submit using instructions provided separately.

**To Combine Multiple Documents into a pdf:**

There are many free tools for creating a single pdf from multiple documents. In general, they operate this way:

- Drag and drop your PDFs into the PDF combiner.
- Rearrange individual pages or entire files in the desired order.
- Add more files, rotate or delete files, if needed.
- Click 'Merge PDF!' to combine and download your PDF.

