



***Please Note:** To comply with Vassar policy, travel expenses incurred must be submitted in a report either within 14 days of the completion of the trip, or 14 days of the close of the credit card billing period, whichever comes first. The report must be submitted within 60 days to comply with IRS regulations. Any expenses reported past 60 days will be treated as taxable income to you and reflected on your W-2.