

EEE101 PROJECT EXPENSES REIMBURSEMENT RULES

- 1- Your spending, and therefore reimbursement, cannot exceed 20YTL.
- 2- You will spend the money from your own pocket first. You must get a cash register receipt (*fis*) or an invoice (*fatura*) from the vendor. In case of an invoice, the tax info for the purchaser must be filled on the invoice as follows:

Bilkent Üniversitesi
ANKARA
Başkent Vergi Dairesi 1750021979

- 3- The receipt or the invoice must be returned immediately (should not be delayed more than a few days in any case after the purchase date) to our department secretary Mürüvet Parlakay. DO NOT DELAY this procedure. Give your documents to our secretary as you do your spendings; do not wait until all purchasing is completed. Return your receipts as soon as possible after you get them.
- 4- You will be reimbursed by our secretary after the usual processing which might take a few days (weeks towards the end of the calendar year), for the amount shown on the receipts.
- 5- If you need an advance, talk to your professor.