

Reimbursement Form for First PRIMA Congress

July 6 – 10, 2009

Please complete and return this form (with receipts) by July 24, 2009 and submit to:

PRIMA Congress Reimbursement
c/o Mary Sheetz
Department of Mathematics
Box 354350
University of Washington
Seattle, WA 98195-4350

Participant Name (please print clearly) _____

Are you a US CITIZEN or PERMANENT RESIDENT ? Yes No

If not, what is your visa status? _____

How much support was committed for your travel? _____

Email address (please print clearly) _____

Address to which you would like your check mailed (please print clearly):

City AND Country in which participant works: _____

Time participant left home: _____ AM PM Date: _____

Time participant arrived home: _____ AM PM Date: _____

***** EXPENSES *****

ALL RECEIPTS MUST BE ORIGINALS

When listing amounts indicate clearly the currency used (e.g. US\$, AU\$, etc.)

Airfare tickets/receipts must include amount paid and method of payment.

Original receipts for any single charges in excess of \$50 are required.

Receipts for any amount paid for airfare or train transportation are required.

Airfare (receipt required): _____

(receipt must indicate method of payment and flight details)

Lodging (folio receipt showing itemized charges – we will reimburse room and tax only): _____

Miscellaneous Expenses (Original Receipts Required for items \$50 and over): List each item separately.

You are allowed to claim up to \$100/day per diem for miscellaneous expenses (no receipts are needed)

***** OFFICE USE ONLY *****

Total amount approved for reimbursement: _____ Date paid: _____ Check #: _____