DIMACS

Center for Discrete Mathematics & Theoretical Computer Science
Founded as a National Science Foundation Science and Technology Center

DIMACS Reimbursement Request Form for Visitor Travel Expenses

Requester's Name	
Mailing Address	
Email Address	

Departure		Return	
from		to	
date		date	

Receipts Attached ➡		x
	TOTAL	

A. Transportation

Air		
Train/Subway		
Bus		
Taxi/Shuttle		
Other		
Other (International)		

B. Private automobile (Rate = $0.31/mi)

Distance (mi)		
Distance x Rate:		
Tolls		

C. Rental automobile

Rental Expense		
Gasoline		
Tolls		

D. Accomodations

Hotel		
Meals Charged to Room		

E. Meals

Meals		

F. Other

Parking Fees		
Other: _____		
Other: _____		

Total Amount of Expenses Requested For Reimbursement	

I hereby certify or affirm and declare that this cliam for reimbursement of my travel expenses to DIMACS is true and correct in every material matter, and that the travel expenses were actually incured by me as necessary in my visitation to DIMACS. I also certify that none of these expenses have been or will be submitted for reimbursement elsewhere unless otherwise specified with an official letter from that funding source and myself. I understand that receipts which do not conform to the policies stated on the DIMACS website (http://dimacs.rutgers.edu/Applications/Visitor-reimbursement.html) will not be processed for reimbursement and returned to me.

Signature: _____ Date: _____

Mail Form and Receipts to:	**Have Questions?**
DIMACS Center Rutgers, The State University of New Jersey 96 Frelinghuysen Road, CoRE Building, 4th Floor Piscataway, NJ 08855-8018 Attn: Financial Assistant	financial-assistant@dimacs.rutgers.edu Telephone: (732) 445-5928

ORIGINAL RECEIPTS MUST BE STAPLED TO THIS FORM