

UW Reimbursement Form for Sage Days 103 at Fontbonne University

August 7 – 9, 2019

Please complete and return this form (with receipts) **no later than September 9, 2019** and submit to:

Sage Days 103 (c/o Pam Kelley Elend) **(or email to pke2@uw.edu)**
Department of Mathematics
University of Washington
Box 354350
Seattle, WA 98195-4350

Participant Name (please print clearly) _____

Are you a U.S. CITIZEN or PERMANENT RESIDENT? Yes No

If no, AND you crossed the U.S. border, list your visa status here & **attach forms listed on page 2:** _____

Email address (please print clearly) _____

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

City AND Country in which you work: _____

Time/date left home: _____ Time/date arrived home: _____

Did your travel involve any personal time before/after the conference? If so, list and see notes on page 2.

***** EXPENSES *****

Original receipts are required for ANY amount of airfare, Amtrak train fare, and for any single charges in excess of \$75.

When listing amounts, indicate clearly the currency used if not USD.

Airfare or Amtrak train (**receipt required**): _____
(receipt must indicate paid amount, and itinerary details including travel class)

Lodging (**itemized "folio" receipt required – incidentals not reimbursable**): _____

Other Expenses (Original Receipts Required for items \$75 and over): List each item separately.

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

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

NOTES ON PERSONAL TRAVEL:

- If your travel involved any personal time before or after the conference (example: flying to/from a different city than your home, arriving a week early to vacation in St. Louis, etc.), you cannot be reimbursed for any expenses related to this personal time.
- If taking personal time, you must submit, along with your purchased airfare receipt, **a printout of comparison airfare showing what the cost would have been if you had only flown directly from home to the conference and back, with no additional personal time taken.** In the event the comparison airfare is lower, we will be only able to reimburse up to the amount of the comparison.
- PLEASE RECORD DETAILS OF ANY PERSONAL TIME BELOW:

VISA DOCUMENTS REQUIRED FOR NON-U.S. CITIZENS:

If you crossed the U.S. border during your trip to Seattle, the following documents MUST be sent with your receipts:

For F-1 (student) visas: SEND COPIES OF→ Passport photo page, and I-20 form.
For J-1 visas: SEND COPIES OF→ Passport photo page, and DS-2019 form.
All other visa types: SEND COPIES OF→ Passport photo page.

****If you did not enter or leave the U.S. during your travel, visa documents are not required.***