

Reimbursement Form for Sage Days 48 (The Sage Notebook)

June 17 – 21, 2013

Please complete and return this form (with receipts) and submit to:

Sage Days 48 (c/o Michael Munz)
Department of Mathematics
Box 354350
University of Washington
Seattle, WA 98195-4350

(or email to munzm@uw.edu)

Participant Name (please print clearly) _____

Are you a US CITIZEN or PERMANENT RESIDENT ? Yes No

If no, list your visa status here and **attach required 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 participant works: _____

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

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

***** EXPENSES *****

ALL RECEIPTS MUST BE ORIGINALS (email electronic receipts to munzm@uw.edu)

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

When listing amounts, indicate clearly the currency used.

Airfare (receipt required): _____
(receipt must indicate amount, method of payment, and flight/class details)

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

Shuttle: _____ Taxi: _____

Mileage (in own vehicle – indicate city traveled to/from): _____

Other: _____

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

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

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

For F-1 (student) visas:	SEND COPIES OF→	Passport photo page, printed I-94, and I-20 form.
For J-1 visas:	SEND COPIES OF→	Passport photo page, printed I-94, and DS-2019 form.
For H-1B, B-1, B-2, or VWB/VWT waiver:	SEND COPIES OF→	Passport photo page and either printed I-94 card (if citizen of non-Visa Waiver Program country) or copy of passport page with port of entry stamp (if citizen of Visa Waiver Program country)
Canadian travelers:	SEND COPIES OF→	Passport OR driver's license /social security card

NOTES ON PERSONAL TRAVEL:

- If your travel involved any personal time before or after the workshop (example: flying to a different city, arriving a week early to vacation near the workshop location, 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.**
- PLEASE RECORD DETAILS OF YOUR PERSONAL TIME BELOW, INCLUDING DATES/LOCATIONS:
