



Reason for Travel	
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DIMACS Reimbursement Request Form for Travel Expenses

Requester's Name	
Mailing Address	
Email Address	

Departure		Return	
from		to	
date		date	

								Receipts Attached	x
Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	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 and incidentals

Breakfast									
Lunch									
Dinner									
Incidentals									

F. Other

Parking Fees									
Other: _____									
Other: _____									

Total Amount of Expenses Requested For Reimbursement	
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I hereby certify or affirm and declare that this claim for reimbursement of my travel expenses to DIMACS is true and correct in every material matter, and that the travel expenses were actually incurred by me as necessary in my participation at the above mentioned DIMACS event. 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/Part-reimbursement.html>) will not be processed for reimbursement and returned to me.

Signature: _____ Date: _____

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