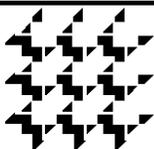




Center for Discrete Mathematics & Theoretical Computer Science  
 Founded as a National Science Foundation Science and  
 Technology Center



Reason for Travel	
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### DIMACS Travel Reimbursement Request Form

Requester's Name	
Mailing Address	
Email Address	
Citizenship	

Departure		Return	
from		to	
date		date	

							Receipts Attached →	
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 = \$0.67/mi )**

Distance (mi)									
<b>Distance x Rate:</b>									
Tolls									

**C. Rental automobile**

Rental Expense									
Gasoline									
Tolls									

**D. Accommodations**

Hotel									
Meals Charged to Room									

**E. Meals and incidentals**

Breakfast									
Lunch									
Dinner									
Incidentals									

**F. Other**

Parking Fees									
Other: _____									
Other: _____									

For internal use only: RU Employee ID #: \_\_\_\_\_

<b>Total Amount of Expenses Requested For Reimbursement</b>	
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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 in the "Award for Reimbursement of Travel Expenses" memo will not be processed for reimbursement and returned to me.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Mail Form and Receipts to:</b>                  DIMACS Center                  Rutgers, The State University of New Jersey                  96 Frelinghuysen Road, CoRE Building, 4th Floor                  Piscataway, NJ 08854-8018                  Attn: Financial Assistant</p>	<p><b>Have Questions?</b>                   financial-assistant@dimacs.rutgers.edu                   Telephone: (848) 445-4581</p>
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**ORIGINAL RECEIPTS MUST BE STAPLED TO THIS FORM**