DIMACS TRAVEL EXPENSE REIMBURSEMENT FORM

Full Name: ____________________________________________________________

Home Address: ________________________________________________________

Email: ______________________________________________________________________

Workshop: __________________________________________________________________

Rutgers University requires that all claims for reimbursement be accompanied by original receipts (mileage for a personal vehicle excluded). Photocopied receipts are not accepted. If you have any questions regarding your original receipts, or are not sure what constitutes an original receipt, please contact the DIMACS Financial Assistant at financial-assistant@dimacs.rutgers.edu.

Please do not staple, tape or glue your receipts to separate pieces of paper. Stapling or clipping with a paper clip your receipts to this form is fine.

The reimbursement process takes approximately four to six weeks. If within that time you are curious about the status of your reimbursement, feel free to send an inquiry to the Financial Assistant.

Please note: If you obtained an airline ticket through the internet, Rutgers University requires that you include the email confirmation you received for your purchase, the original airline receipt and boarding passes (try to hold onto these). Without these items, the University may not reimburse you for your airline expenses.

TRANSPORTATION

☐ Airfare - US Carrier only $___________

☐ Train - Amtrak, NJ Transit, subway, etc. $___________

☐ Rental Car $___________

☐ Gasoline
  (For rental cars only.) $___________

☐ Vehicle Mileage: ___________ miles round trip @$0.31/mi.
  (Mileage driven using personal vehicle only.) $___________

☐ Taxis, buses, limos, etc. $___________

ACCOMMODATIONS

☐ Lodging $___________

☐ Meals $___________

OTHER MISCELLANEOUS EXPENSES

☐ Parking $___________

☐ Tolls $___________

☐ Other
  Please Explain: __________________________________________________________
  $___________

Signature: ____________________________________________________________ Date: ____________

Send signed form and original receipts to:

DIMACS Center, CoRE Building
Rutgers, The State University of New Jersey
96 Frelinghuysen Road
Piscataway, NJ 08854-8018
Attn: Financial Assistant

Have questions?

Email: financial-assistant@dimacs.rutgers.edu
Telephone: (732) 445-5928