

APSCUWiP @ UM TRAVEL REIMBURSEMENT FORM

INSTRUCTIONS: Only expenses not covered by your home institution will be reimbursed. ORIGINAL RECEIPTS must be attached in order for your reimbursement to be processed. Keep copies of receipts until you receive your reimbursement check. Mail completed form to the following address:

APSCUWiP / Department of Physics
Lewis Hall 108, University of Mississippi
University, MS 38677

NAME _____

INSTITUTION _____

MAILING ADDRESS (your reimbursement check will be mailed to this address)

TRAVEL EXPENSES: Enter amount on blank line and attach ORIGINAL receipt.

Airfare (attach receipt)	_____
Taxi to home airport (attach receipt)	_____
Parking at home airport (attach receipt)	_____
Car rental: reimbursement only to the renter on the receipt (attach receipt)	_____
Car mileage: reimbursement only to one driver (attach gas receipts, Google map with mileage estimate)	_____
Bus ticket (attach receipt)	_____
EXPENSE SUBTOTAL (add up above amounts)	_____

Amount contributed by your home college/university _____

TOTAL REIMBURSEMENT (subtract amount covered by your university from EXPENSE SUBTOTAL)