

## Reimbursement Form

Name: \_\_\_\_\_

Status: Grad. Student: \_\_\_; Postdoc: \_\_\_; Junior Faculty: \_\_\_; Senior Faculty: \_\_\_; Other : \_\_\_

Home Address:

Office Address:

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\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Travel and Local Hotel Expenses:

Airfare: \_\_\_\_\_ Train: \_\_\_\_\_ Taxi/Shuttle: \_\_\_\_\_ Other: \_\_\_\_\_

Rental Car: \_\_\_\_\_ Mileage: \_\_\_\_\_ Parking: \_\_\_\_\_ Hotel Expenses: \_\_\_\_\_

Total: \_\_\_\_\_

In order to process your reimbursement request, we will need: (1) A copy of *itemized* receipts, tickets, and boarding passes. (2) If you pay your expenses with a credit card, please provide a copy of your credit card statement with proof of the purchases (you can blackout other information). (3) If you rent a car, please provide the rental contract. If you drive your own car, please print out a copy of MapQuest map with one way distance (the reimbursement rate is: \$0.31/mile). (4) Please mail this form and above documents by June 15, 2011 to:

Ms. Lena Ng Attn: MSCV 2011  
Department of Mathematical Sciences, Armitage Hall  
Rutgers University-Camden  
Camden, NJ 08102  
U. S. A.

By signing below, I authorize Ms. Lena Ng to complete and sign for me the TABER form (the official Rutgers University reimbursement form).

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

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

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