

Shanks Workshop on Geometric Methods in Group Theory

Vanderbilt University

April 23-24, 2016

INSTRUCTIONS FOR TRAVEL REIMBURSEMENT

In order to process your receipts for reimbursement, please follow these instructions.

1. Complete the information below.
2. Staple all ORIGINAL receipts to the back of the form including:
 - a. Airfare ticket receipt (or statement showing internet e-ticket purchase)
 - b. Hotel receipts (if applicable)
 - c. Taxi, shuttle, or bus receipts
 - d. Automobile mileage/gas receipts. **Note: If your driving distance exceeds 300 miles one way, we will reimburse you up to the equivalent of roundtrip airfare.**

Note: All receipts should be itemized and indicate method of payment (cash, credit card, etc.). No food or alcohol purchases will be reimbursed.

INTERNATIONAL VISITORS:

You must complete and submit the Business Visitor Questionnaire at the following website: <http://www.vanderbilt.edu/visit/enews/questionnaire.php>. Please note that Vanderbilt may be required to withhold income tax on your reimbursement. See: http://www.vanderbilt.edu/visit/international-tax/payments_conference_attendees.php.

If you do not submit your receipts prior to your departure, please mail your original receipts to:

KT Griffis
Department of Mathematics
Vanderbilt University
1326 Stevenson Center
Nashville, TN 37240-0001, USA

If you have any questions, please e-mail: katherine.e.griffis@vanderbilt.edu

PLEASE PRINT CLEARLY

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| Payee | _____ |
| | (First) (M) (Last) |
| Address | _____ _____ |
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| Payee Phone Number | _____ |
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