

# **Shanks Workshop: 29<sup>th</sup> Cumberland Conference on Combinatorics**

Vanderbilt University

May 20-21, 2017

## **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/gss/eneews/questionnaire.php>. Please note that Vanderbilt may be required to withhold income tax on your reimbursement. See: [http://www.vanderbilt.edu/gss/international-tax/payments\\_conference\\_attendees.php](http://www.vanderbilt.edu/gss/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](mailto:katherine.e.griffis@vanderbilt.edu)

### **PLEASE PRINT CLEARLY**

<b>Payee</b>	_____	_____	_____
	(First)	(M)	(Last)
<b>Address</b>	_____		
	_____		
<b>City/State</b>	_____		
<b>Zip/Postal Code</b>	_____	<b>Country</b>	_____
<b>Payee Phone Number</b>	_____		
<b>Country of Citizenship</b>	_____	<b>Visa Type</b>	_____
<b>Social Security Number:</b>	_____	<b>Date of Birth</b>	_____
<b>Email Address</b>	_____		