

Information needed to reimburse you for travel expenses.

Reimbursement – Thirteenth East Coast Operator Algebra Symposium; October 3 and 4, 2015; The University of Iowa, Iowa City IA 52242. (Organizer: Ionut Chifan)

PLEASE FILL IN THE INFORMATION BELOW:
(please print all information)

YOUR NAME: _____
Last Name

First Name

YOUR HOME ADDRESS: _____

YOUR EMAIL ADDRESS: _____

DATE OF DEPARTURE (when you left your home): _____

TIME OF DEPARTURE: _____

DATE OF RETURN (when you will return to your home): _____

TIME OF RETURN: _____

EXPENDITURES:

<i>Date</i>	<i>Description of Expenditure</i>	<i>Amount of Expenditure</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide original passenger receipt and invoice/itinerary of plane ticket or copy of e-ticket that shows price and how it was paid and original receipts for limo/taxi, meals, and hotel expense. Please indicate miles if claiming mileage (mileage is reimbursed at .575/mile).

*Please sign the attached **ProTrav Acknowledgement of Expenses form**.*

*Please give this form and the signed **ProTrav Acknowledgement of Expenses form** to the Conference Organizer Ionut Chifan or mail to me at the address below.*

*Thank you,
Margaret Driscoll
Department of Mathematics
14B MacLean Hall
The University of Iowa
Iowa City IA 52242*