



Mathematical Sciences Research Institute

Travel Reimbursement

Please complete and return to administrative staff before you leave or mail to:
MSRI, Attn: Workshop Reimbursements, 17 Gauss Way, Berkeley, CA 94720-5070, USA
In order to be reimbursed, this form must be handed in or mailed within 2 weeks after the end of the workshop.

PLEASE PRINT CLEARLY

First, Last Name: _____ How would you like to receive your check? <input type="checkbox"/> Current Member- MSRI Mailbox <input type="checkbox"/> Pick up Check <input type="checkbox"/> Mail Street Address: _____ City/Town _____ State/Province, Zip/Postal Code, COUNTRY _____ Travel Dates: _____ Workshop attended: Dynamics on Moduli Spaces (April 13-17, 2015)	Citizenship: <input type="checkbox"/> U.S. citizen <input type="checkbox"/> U.S. permanent resident <i>Please provide a copy of your green card</i> <input type="checkbox"/> Neither U.S. citizen nor permanent resident Citizenship: _____ Visa Type: _____ <i>Please provide copies of the following documents (all applicable):</i> <ul style="list-style-type: none"> • Passport biographical page • Entry stamp from your passport • Visa • Visa documents (DS-2019+authorization, I-20ID, I-797)
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Airfare: From/To: _____ Carrier: _____	<i>Please attach the <u>original passenger receipt portion</u> of your ticket, and, if total price is not on it, a receipt showing price of ticket. If you traveled on an "e-ticket", please attach a copy.</i>	\$ _____
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Personal Car: _____ miles at \$0.575 per mile Travel from _____ to _____	<i>Please attach proof of mileage. Personal car only eligible for reimbursement to/from home city or to/from airport(s)</i>	\$ _____
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Other Transportation Expenses: _____ _____ _____	<i>Attach all original receipts (IRS requires receipts for all single items of \$25 or more). Rental cars can be reimbursed only for first and last day of travel up to \$35/day and only for travel to/from home city or to/from airport(s).</i>	\$ _____ \$ _____ \$ _____
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Signature: _____	Date: _____	Total \$ _____
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<i>(FOR OFFICIAL USE ONLY)</i>		
General Ledger Code: 5528 Funding Source: 5053 PID: _____ Date: _____ Approved By: _____	Project Code: 11-174315 Limit Offered: \$ _____ Reimbursement Amount: \$ _____	