

Instructions for expense form:

A. Fill in your name, home address and country of citizenship.
Foreign Nationals: If you are not a U.S. citizen write your address in your home country (or your parents address) in the space below. Indicate your visa type, and consult the pdf (conference web site) on visa types, to see what documentation we will need. If you are a Permanent Resident please send a copy of your Green Card.

B. Fill in arrival and departure dates.

C. For meals we will pay you \$44 a day on the per diem method, so you don't need to keep receipts. This amount will be reduced on the day of the banquet and on the travel days. However, we will do the calculation for you.

Lodging will be billed to us directly, but you are responsible for restaurant or movie charges.

If you flew here attach the original receipt which shows your name, itinerary and proof of payment.

If you drove then indicate the number of miles and we'll fill in the rate, which is now 58.5 cents per mile.

Fill in rental cars, taxis, airport limousine in Ithaca and in your home town, etc., and provide receipts for your expenses. You probably won't have all of the original documentation you need until you return home so mail it to me.

Rick Durrett
Dept of Math
523 Malott Hall
Cornell U.
Ithaca, NY 14853

DON'T FORGET TO SIGN THE FORM.

Finally, please be patient. The process at Cornell may take 4-6 weeks to get your reimbursement to you.

NOTE

Please contact Gayle Lippincott by email at gmd8@cornell.edu or Joy Jones at jaj5@cornell.edu if you have any questions regarding this reimbursement form.

FOREIGN ADDRESS:

Address 1: _____

Address 2: _____

City: _____

Zip: _____

Country: _____