

TRAVEL REIMBURSEMENT REQUEST



Transportation expenses incurred as an attendee of the Nutrient Network (NutNet) workshop held at the University of Minnesota Twin Cities campus in Minneapolis/St. Paul, MN **July 14th – July 18th 2014**. NutNet (<http://nutnet.org>) is a research network comprised of more than 65 grassland sites worldwide. This meeting will be an intensive work opportunity to produce manuscripts ready - or near ready - for submission by the end of the workshop. Campus housing and dining expenses will be covered by UMN and do not require additional paperwork. Please note that any *additional* food or beverage costs are the responsibility of the workshop attendee. As indicated in the invitation, attendees may be eligible to receive reimbursement for their travel expenses with the appropriate documentation and according to their place of origin up to the following amounts: **U.S.: \$400.00 / International: \$900.00.**

ATTENDEE'S NAME:	
TELEPHONE NUMBER:	E-MAIL ADDRESS:
<i>Reimbursement in the form of a check in USD will be mailed to:</i>	
STREET ADDRESS	CITY/STATE/COUNTRY/ZIP or Postal Code:
<input type="checkbox"/> Check box if requesting on-site cash reimbursement in USD	

AIRFARE : the following documentation is required:

1. The airline itinerary or online confirmation showing a US Air Carrier has been used, as well as the traveler's name, dates of travel, destination(s), and seat class
2. proof of payment (ie: receipt or copy of credit card statement showing the charge)
3. at least one boarding pass as proof that the travel took place \$ _____

ADDITIONAL TRANSPORTATION EXPENSES: claims must be accompanied by original vendor receipt

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

TOTAL \$ _____
(Not to exceed \$400/\$900)

After signing (as the Claimant) return this form and corresponding receipts to:

Elizabeth Borer
 Department of Ecology, Evolution, and Behavior
 100 Ecology Building
 1987 Upper Buford Ave
 St. Paul, MN 55108
 USA

I CERTIFY THAT THE EXPENSE(S) ITEMIZED ABOVE HAS BEEN INCURRED IN THE PERFORMANCE OF MY OFFICIAL DUTIES, AND THAT THE CHARGES THEREFORE IS JUST, AND THAT NO PART THEREOF HAS BEEN HERETOFORE PAID.		
CLAIMANT'S PRINTED NAME	CLAIMANT'S SIGNATURE	DATE

THE EXPENSE(S) LISTED ABOVE ARE NOT INCLUDED IN ANY OTHER EXPENSE PAYMENTS MADE ON BEHALF OF THIS NUTNET WORKSHOP PARTICIPANT, ARE IN ACCORDANCE WITH THE TERMS OF INVITATION, AND APPROVED BY ME FOR PAYMENT FROM THE "NSF BORER NUTNET MEETINGS" GRANT AT UMN.	
ELIZABETH BORER, PI	DATE