



TRAVEL EXPENSE FORM

Please fill in all necessary information. Return this form, your W9 and attach all receipts by 7/31/2015 to expedite your travel reimbursement.

Traveler's Name: _____ SS# _____

Email Address: _____

Purpose for Travel: Attend the 2015 Silver Workshop at UNC Chapel Hill

Dates of Travel: _____

Project to be charged: 5054621 Professor Sponsoring Trip: Michael Reiter

Signature of UNC PI Approving Cost: _____

EXPENSES

Airfare: _____
**receipt must show dates of travel, destination, and amount of ticket

Mileage with personal car: _____
**starting and ending address & mileage amount

Ground travel: _____
**taxi, bus, train, shuttle, ferry, water taxi, cruise, etc...

Lodging: This will be paid for directly by the workshop

Meals: _____
**allowable only for the meals not covered as a part of the workshop – day/meal std per diem will apply

Other: _____
**parking of personal car at hotel

Total Expenses: _____

****ADD ABOVE LINES TOGETHER FOR THE ESTIMATED TOTAL**

By signing and submitting this form I am confirming that I attended the NSF Silver Workshop in Chapel Hill, NC July 15-17, 2015 and my travel expenses for the meeting will not be charged to any other NSF grant.

Signature _____ Date _____

You may email a pdf of your receipts, your completed W9 and this form to falex@cs.unc.edu, with a cc to ajsharpe@cs.unc.edu or return the completed forms with original receipts to:

UNC Computer Science
Attn: Accounting
Campus Box #3175
Sitterson Hall – SN105
Chapel Hill, NC 27599