

2003 IRIS/UNAVCO WORKSHOP – TRAVEL REIMBURSEMENT REQUEST

Name:	Remittance Address:	
Phone:	Fax:	Email:
Date Travel Began:	Date Travel Ended:	Purpose of Travel: 2003 IRIS/UNAVCO Workshop
Itinerary: Tenaya Lodge at Yosemite/Fish Camp, CA		

Please check one:

- 1 IRIS Committee Member
- 2 Speaker
- 3 Post-Doc Fellowship/Student
- 4 Staff

Workshop support:

- airfare, shuttle, lodging
- airfare, shuttle, lodging
- airfare, shuttle, lodging (up to \$1000 maximum)
- airfare, shuttle, lodging

ALL RECEIPTS ARE REQUIRED. PLEASE ATTACH RECEIPT COPIES.

Transportation Costs:

- 1. Airfare
- 2. Shuttle

	WED 18-Jun	THURS 19-Jun	FRI 20-Jun	SAT 21-Jun	SUN 22-Jun

Other/Describe:

(Note: lodging costs for the nights of June 18 - June 21 are master-billed to IRIS and not eligible for reimbursement.)

Subtotals					

Total Expense - Balance due to Traveler

\$

I certify that these charges were incurred by me and are correct, and I have not been reimbursed from another source for these charges.

X _____

Date _____

For business office use:

Approval _____	Total Amount \$ _____	V _____
Account Code	Amount	