

**Reimbursement Form for Sage Days 58 & 59 (Sage on the Web / Bug Days)**

**June 16 – 20, 2014 & June 21 – 30, 2014**

Please complete and return this form (with receipts) and submit to:

Sage Days 58 & 59 (c/o Michael Munz)

Department of Mathematics

Box 354350

(or email to [munzm@uw.edu](mailto:munzm@uw.edu))

University of Washington

Seattle, WA 98195-4350

Participant Name (please print clearly) \_\_\_\_\_

Are you a US CITIZEN or PERMANENT RESIDENT ?            Yes            No

If no, list your visa status here and **attach required forms listed on page 2**: \_\_\_\_\_

Email address (please print clearly) \_\_\_\_\_

Address to which you would like your check mailed (please print clearly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City AND Country in which participant works: \_\_\_\_\_

Time/date left home: \_\_\_\_\_ Time/date arrived home: \_\_\_\_\_

**\*\*Did your travel involve any personal time before/after the workshop? If so, list and see notes on page 2.\*\***

\*\*\*\*\* EXPENSES \*\*\*\*\*

**ALL RECEIPTS MUST BE ORIGINALS (email electronic receipts to [munzm@uw.edu](mailto:munzm@uw.edu))**

**Original receipts are required for ANY amount of airfare or train transport, and for any single charges in excess of \$75.**

**When listing amounts, indicate clearly the currency used.**

Airfare (receipt required): \_\_\_\_\_

(receipt must indicate amount, method of payment, and flight/class details)

Miscellaneous Expenses (Original Receipts Required for items \$75 and over): List each item separately

Shuttle: \_\_\_\_\_ Taxi: \_\_\_\_\_

Mileage (in own vehicle – indicate city traveled to/from): \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Total amount approved for reimbursement: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_

## VISA DOCUMENTS REQUIRED FOR NON-U.S. CITIZENS:

For F-1 (student) visas:	SEND COPIES OF→	Passport photo page, visa entry stamp and I-20 form.
For J-1 visas:	SEND COPIES OF→	Passport photo page, visa entry stamp, and DS-2019 form.
For H-1B, B-1, B-2, or VWB/VWT waiver:	SEND COPIES OF→	Passport photo page and either printed I-94 card (if citizen of non-Visa Waiver Program country) or copy of passport page with port of entry stamp (if citizen of Visa Waiver Program country)
Canadian travelers:	SEND COPIES OF→	Passport OR driver's license /social security card

### NOTES ON PERSONAL TRAVEL:

- If your travel involved any personal time before or after the workshop (example: flying to a different city, arriving a week early to vacation near the workshop location, etc.), you cannot be reimbursed for any expenses related to this personal time.
- If taking personal time, you must submit, along with your purchased airfare receipt, **a printout of comparison airfare showing what the cost would have been if you had only flown directly from home to the conference and back, with no additional personal time taken.**
- PLEASE RECORD DETAILS OF YOUR PERSONAL TIME BELOW, INCLUDING DATES/LOCATIONS:

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