

Student Expense Reimbursement Form

NES APS/AAPT Workshop

University of Connecticut, Storrs, October 19th and 20th, 2007

APS student members can be reimbursed for personal expenses up to a maximum amount of \$100. Original payment receipts are required for all expenditures to be reimbursed. The deadline for submitting a complete reimbursement request is November 2, 2007. Questions can be directed to Cecile Stanzione, 486-3308; or email cecile.stanzione@uconn.edu

- Instructions:**
1. Please complete this form itemizing all expenses to be reimbursed.
 2. Place all original receipts in the envelope provided along with this form and mail to:
University of Connecticut/ Physics Department
Cecile Stanzione - APS Conference Reimbursement
2152 Hillside Road, Unit 3046
Storrs, CT USA 06269-3046
 3. Nonresident aliens must provide the following documents prior to the end of the Workshop:
 - a. W-8 Ben Tax Form (copies available at the registration desk)
 - b. A copy of US Passport Identification Page
 - c. A copy of Visa (or if a Visa was not obtained, a copy of the entry stamp in the passport)
 - d. Copy of I-94 Card

Full Name: _____

Email: _____ Social Sec Num: _____

Address: _____

City

State

Country

Zip

Citizenship Status: U.S. Citizen Resident (green card) Nonresident Alien

Are you an employee of the University of Connecticut or the State of Connecticut? yes no

	Date of Expense:	Description of Expense:	Amount (USD):
Travel:	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
Meals:	_____	_____	\$ _____
	_____	_____	\$ _____
Registration:	_____	_____	\$ _____
Banquet:	_____	_____	\$ _____
Lodging:	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
Misc:	_____	_____	\$ _____
	_____	_____	\$ _____
	_____	_____	\$ _____
Total Expenses (maximum \$100):			\$ _____

Signature: _____ Date: _____