



Student Travel Grant Reimbursement Joint Mathematics Meetings 2012

Instructions: Type or print **legibly** and send this form **with your receipts** to:

Grace Cunningham
Mathematical Association of America
1529 18th Street NW
Washington, DC 20036

Please send no later than 1/31/2012. Questions? Contact gcunningham@maa.org.

Allowable expenses: airfare, airport parking, transportation to/from airports, tolls and \$0.555 per mile if driving, and general travel expenses (lodging, food, misc.) not to exceed maximum grant amount.

NAME: _____ **Requested Amount:** _____ **Grant Amount:** _____

Make check payable to: above person Other payee _____

EMAIL: _____

MAILING ADDRESS where you want to receive the check:

This reimbursement request is for what:

- Airfare & airport transportation _____ (Amount)
- Mileage & tolls: _____ Total Miles * \$0.555/mile = _____ (Attach mileage proof, eg. directions printout)
- Other allowable travel expenses _____ (Amount)

This reimbursement request is for whom:

- Myself only, and I presented alone
- Myself only, my team members will submit their reimbursements separately
- Myself and team members _____

SIGNATURE

DATE

Team Member Signature(s) *if reimbursement is for more than one person*

Do not write in this section, for internal use only.

Grant Award: _____ Receipts Total: _____ **Reimbursement:** _____

Account Code: 3-8-711-901, 7760

Approval Signature: _____

Date: _____