

TRIP #: _____



NSF WORKSHOP ON CYBER-BASED COMBUSTION SCIENCE
TRAVEL EXPENSE STATEMENT
DEPARTMENT OF FIRE PROTECTION ENGINEERING

FRS #: 5-24686; sub-code: 3321

Please provide all information below. Reimbursement cannot be processed without social security number. Home address will serve as mailing address for reimbursements.

Traveler Information:

Soc. Sec. #: _____
Last Name: _____ First Name: _____
Email: _____ Phone: _____
Street Address: _____
City/State: _____ Zip Code: _____

Travel/Expense Detail:*

Departure Date: _____
Departure Time: _____
Leaving from (city/state, airport name and/or code): _____
Traveling to (city/state, airport): _____
Return Date: _____
Return Time: _____

Trip Purpose: attend NSF Workshop on Cyber-based Combustion Science in Arlington, VA; April 19-20, 2006

REIMBURSEMENT REQUESTS:

| Date (MM/DD/YY) | | | | | | | | Totals |
|------------------------|---------------------|--|--|--|--|--|--|--------|
| Breakfast | Daily rates: \$8.00 | | | | | | | |
| Lunch | \$10.00 | | | | | | | |
| Dinner | \$21.00 | | | | | | | |
| Air/Rail* | | | | | | | | |
| Lodging/Housing* | | | | | | | | |
| Phone/Fax* | | | | | | | | |
| Ground Transportation* | | | | | | | | |
| Vehicle Rental* | | | | | | | | |
| Personal car mileage | | | | | | | | |
| Conference Fee* | | | | | | | | |
| Other Travel Expenses* | | | | | | | | |

*Original itemized receipts must be obtained for these expenses.

Daily Domestic Meal Rate \$39.00 includes tax and tip.

Expense Total \$ _____

To be reimbursed for breakfast on your first day of travel, you must leave your residence before 6:30 a.m. For dinner on your last day, you must return home after 6:30 p.m.

I certify that I am the "traveler" for the trip listed on this document and that the expenses claimed are in full compliance with University and USM travel policies and with any sponsored program restrictions and will not be/have not been otherwise reimbursed. I further certify that I have provided original receipts, as required, to be retained in the department file.

Traveler's Signature

Date