

SMART

SCIENCE, MATHEMATICS
& RESEARCH FOR
TRANSFORMATION

PART OF THE NATIONAL DEFENSE
EDUCATION PROGRAM

SMART Scholarship for Service Program
American Society for Engineering Education
1818 N St NW, Suite 600
Washington, DC 20036
Email: smart@asee.org
Phone: 202-331-3544
Fax: 202-463-1401

REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES:

2011 SMART Orientation

To be submitted no later than thirty days (30) after traveling. Reimbursements may only be requested for Participant expenses. **Receipts must be provided for all reimbursement claims.** If requesting reimbursement for mileage, please include a Google map showing your route.

NAME : _____

INCLUSIVE DATES: FROM July 11, 2011 **TO** July 14, 2011

LOCATION: FROM _____ **TO** Arlington, VA **TO** _____

TRANSPORTATION AND OTHER EXPENSES:	
1. Local transportation (taxi, etc. - include receipts)	\$ _____
2. Actual auto mileage (51 cents per mile - include map)	\$ _____
3. Airport parking (include receipts)	\$ _____
4. Airline ticket (if purchased independently)	\$ _____
5. Baggage Fees (include receipts)	\$ _____
6. Other Expenses (Please specify type of expense including receipts)	\$ _____
Total (1 thru 6)	\$ _____
Below to be completed by ASEE SMART Program Team Staff Only	
7. Per Diem	\$ _____
Final Total (1 thru 7)	\$ _____

CERTIFICATION: I certify that this report is true and accurate to the best of my knowledge.

Participant's Signature

Date