

Proposed Travel/Lodging Reimbursement Request Form

IEEE Systems and Information Engineering Design Symposium

THIS MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO THE CONFERENCE
Email signed form to SIEDS email address (see website) Fax Completed Form to Attn: SIEDS
to (434) 982-2972

Paper Title: _____

Name of Student Author Requesting Travel Scholarships

Name

Email Address

Name & Address of your University/College: _____

Arrival Date: _____ **Departure Date:** _____

ESTIMATED EXPENSES

<u>Lodging</u>		<u>Costs</u>
Hotel Rate per Night (including tax)		\$ _____
Number of Rooms		_____
Number of Nights		_____
	Total Lodging	\$ _____

<u>Transportation</u>		<u>Costs</u>
Airfare Cost _____ X Number of Tickets _____		\$ _____
Bus/Train Ticket Cost _____ X Number of Tickets		\$ _____
Taxi or Shuttle to/from Airport		\$ _____
Mileage (if driving your own car) _____ x \$0.550 /mile =		\$ _____
	Total Transportation	_____

TOTAL TRAVEL BUDGET PLAN _____

REMINDERS

- All original receipts must be included with the reimbursement request. Retain a copy of all submitted materials for your own records.
- We will be notify you of the dollar amount of travel scholarship that we will be able to offer no later than 3 weeks prior to the conference. Depending on the amount of travel support requested, we may only be able to offer scholarships to cover part of your travel request.

YOUR SIGNATURE IS REQUIRED FOR CONSIDERATION

Your signature certifies that the information on this form is true & correct to the best of your knowledge. Signing this form indicates that you will not seek reimbursement from any other agency for these incurred expenses.

Signature

Date

Printed Name