

## STDC 2015 REIMBURSEMENT CONDITIONS AND REQUIRED INFORMATION

The organizers will prepare a project report in about a year. The report will affect the NSF funding for future STDC. **Participants who receive travel support for attending STDC 2015 are encouraged to report any research progresses resulting from the participation in STDC2015.** To report such progresses, please send an email to STDC2015@bgsu.edu

### Conditions/Constraints for reimbursement:

- A) **Reimbursement requests must be received by June 12, 2015.**
- B) By submitting this reimbursement form you acknowledge that **the amount of expenses you want reimbursed from us** have not been and shall not be submitted to other sources for reimbursement.
- C) All receipts must be itemized (especially for dinner, lunch and breakfast).
- D) The maximum amount reimbursed for dinner is \$30 per day; the maximum amount reimbursed for lunch is \$20 per day; the maximum amount reimbursed for breakfast is \$10 per day.
- E) Alcoholic beverages are not eligible for reimbursement (if you submit a receipt in which one of the items is an alcoholic beverage, that receipt will be ignored in its totality).

### Required information

For those who were promised travel support, please email to STDC2015@bgsu.edu with the following (all such emails will be acknowledged): **Please use your name in the subject line**

- 1) Last Name:
- 2) First Name:
- 3) Mailing address(check will be mailed to this address):
- 4) Email:
- 5) Phone number:
- 6) Affiliation:
- 7) Indicate whether you are a graduate student(G), postdoc (PD) or faculty(F):
- 8) A list of receipts with the corresponding amount (i.e. lunch Thursday \$14.34, dinner Thursday \$24.08, airport parking 3 days \$15.00, hotel 3 days \$210.00, etc.). Please also indicate the total amount.
- 9) The amount you want reimbursed (**See item B above**):
- 10) Attach one file containing scans of all receipts listed at number 8 (scans are sufficient). **All receipts must be itemized (especially for dinner, lunch and breakfast).**

If you prefer to use postal mail, please send the above required information to the following address:

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Bowling Green State University  
Bowling Green, OH 43403  
USA