



University at Buffalo

The State University of New York

Travel Reimbursement

IEEE SECON 2013 Conference

New Orleans, USA

June 24-27, 2013

Original Itemized Receipts Required

Date: _____

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: (____) _____ - _____

Email: _____

Institution: _____

Requestor's signature _____

Expense Type	Description	Receipt Total w/o Tax
Airfare		
Personal Mileage		
Conference Fee		
Meals (max. \$71/day)		
Lodging		
Car Rental		
Taxi, Bus, etc.		
Parking		
Other		
Other		

Reimbursement will be made only up to the maximum of the student travel grant award, as specified in the award email.

Total

*ALL of the above information must be filled out for requests to be processed.
Missing or incomplete forms can cause a delay in processing.*

Please allow 6-8 weeks for reimbursement to be processed.