

## **Directions for Completing Travel Expense Voucher for ACL Conference**

Please print all entries legibly – this will enable us to expedite the reimbursement process.

1. In the top left hand corner of the form, please print clearly your email address. If there are any questions, we will use this email address to contact you.
2. At the top of the form in the appropriate spaces, print your name and address. The reimbursement check will be mailed to you at the address on this portion of the form.
3. Indicate the dates and times that the trip began and ended.
4. Fill in your reimbursable expenses under the appropriate category on the form. Please refer to the sample travel expense voucher for this purpose.

**Note:** You will be reimbursed up to the amount of \$ 420.00

### **Reimbursable Expenses and Documentation Required:**

#### Air travel

Documentation: Receipt and boarding passes

Note: Only air travel utilizing a U.S. carrier can be reimbursed.

#### Hotel and lodging

Documentation: Hotel/lodging receipt of payment

Special notes: If your hotel bill includes meals, please list the meals separately on the appropriate line of the form.

#### Meals

Documentation: Meal receipts.

#### Conference Registration fee

Documentation: Receipt of payment.

### **What must be submitted:**

1. The original travel voucher signed and dated.
2. Original receipts – in the case of air travel this should include not only the receipt but boarding passes as well.

### **Where to submit for reimbursement**

Submit your travel expense form and all appropriate documentation to:

Marcia Davidson

MIT

32 Vassar Street 32-G434

Cambridge, MA 02139

**Reimbursements requests must be submitted no later than July 20, 2005.**

**Questions?** Please contact me at [marcia@csail.mit.edu](mailto:marcia@csail.mit.edu) or at +1 617.253.3049.