

US-Korea Digital Library Workshop Travel Expense Form

PLEASE PRINT THIS FORM AND SUBMIT WITH RECEIPTS.

NAME	EMAIL	PHONE #	SOC. SECURITY NO.

PURPOSE OF TRAVEL

Attend US-Korea Digital Library Workshop at SDSC

FULL ADDRESS THAT REIMBURSEMENT SHOULD BE SENT TO:

DATE:									
DEPARTURE TIME:									
RETURN TIME:									

TOTAL:

TRANSPORTATION

Airfare/train/bus									
Arranged by conf?(Y/N)									
Personal car cost									
Car rental									
Gasoline									
Tolls/Parking fees									
Other (explain)									

LODGING

Hotel									
Meeting phone calls									

MEALS

Number									
Total amount									

OTHER FEES

MISC. (Explain)									

Daily Total:

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TOTAL EXPENSES (US):

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Signature

PLEASE PRINT THIS FORM AND SUBMIT WITH ORIGINAL RECEIPTS TO:

Debra Dudley, Department of Computer Science, M/C 0106, 660 McBryde Hall
Virginia Tech, Blacksburg, VA 24061 USA (deedee@cs.vt.edu)

Note: put explanations on back or on an attached sheet if there is not room above.