EVA 2015: TRAVEL & LODGING REIMBURSEMENT FORM

Name (First, Last): ..........................................................

Address (street, number, city, state, country):

SSN (Social Security Number, if you have one): .................
For security reasons, please do not e-mail your SSN. You can either mail it or give your SSN over the phone to Lynda Marchetti (734.764.6815) if you plan to submit your reimbursement form online.

Email address: ...................................................................

Reimbursement process:

(Fast track): If you are claiming only reimbursement of airfare, then you can submit electronic copies of your receipts along with a completed and signed copy of this form in PDF format to Lynda Marchetti (lamarche@umich.edu). If you do so before May 15, 2015, then you will receive your reimbursement upon registration at the EVA conference. Please use the subject line “EVA reimbursement”.

(Slow track): If we do not receive your reimbursement request electronically before May 15, 2015 and/or you claim reimbursement for lodging and ground transportation, then you should mail a completed and signed copy of this form along with your original receipt(s) to:

Lynda Marchetti
274 West Hall
1085 South University Avenue
Ann Arbor, MI 48109-1107, USA.

You will be mailed a check at the address that you provide above. Generally, the reimbursement requests are processed within one month from the time they are received.

Notes:
1. You will receive partial reimbursement only up to the promised amount by the EVA organizers and not exceeding the total expenses.
2. You are welcomed to seek reimbursement from multiple sources so long as they do not cover the same expenses that EVA 2015 is reimbursing you for.

Declaration: I hereby declare that I will not receive payment from any other source for any part of the expenses reimbursed by EVA 2015.

Signature: ................................................................. Date: .........................