

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:**