



## NYC SEMINARS/WORKSHOP TRAVEL REIMBURSEMENT FORM

### PROCEDURE:

1. Fill out the first part of this application with ALL information requested (incomplete applications will not be processed)
2. Attach **ORIGINAL RECEIPTS** for travel to the site of the conference (LIRR receipts or gas receipts).
3. Have an organizer of the seminar/workshop or administrative assistant of the seminar/workshop fill out the second part of the form.
4. Only travel to the NYC seminar/workshop will be reimbursed. Maximal amount of reimbursement is equal to the cost of a round trip ticket to Penn Station from Port Jefferson Station.

### 1. TO BE FILLED OUT BY THE APPLICANT:

Date of application: \_\_\_\_\_

Title of the Workshop/Seminar: \_\_\_\_\_

Date of the Workshop/Seminar: \_\_\_\_\_

Venue/Location of the Workshop/Seminar: \_\_\_\_\_

Brief

description:

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Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

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### 2. TO BE FILLED OUT BY THE ORGANIZER/ADMINISTRATIVE PERSONNEL OF THE SEMINAR/WORKSHOP ONLY:

Name of the organizer/administrative assistant: \_\_\_\_\_

Title/Position, Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**By signing this form, I certify that the applicant has attended the specified workshop/seminar held at the specified venue on the specified date.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_