Department of Computer Science
College of Arts and Sciences
Campus Box 3175
Sitterson Hall
Chapel Hill, NC 27599-3175

TRAVEL EXPENSE FORM

Please fill in all necessary information. Return this form, your W9 and attach all receipts by 7/31/2018 to expedite your travel reimbursement.

Traveler's Name: _____   _____

Email Address: _____

Purpose for Travel: Attend the 2018 Silver Workshop at UNC Chapel Hill

Dates of Travel: _____   _____

Project to be charged: 5054621   Professor Sponsoring Trip: Michael Reiter

Signature of UNC PI Approving Cost: _____

EXPENSES

Airfare: _____
**receipt must show dates of travel, destination, and amount of ticket

Mileage with personal car: _____
**starting and ending address & mileage amount

Ground travel: _____
**taxi, bus, train, shuttle, ferry, water taxi, cruise, etc…

Lodging: _____   This will be paid for directly by the workshop   _____

Meals: _____
**allowable only for the meals not covered as a part of the workshop – day/meal std per diem will apply

Other: _____
**parking of personal car at hotel

Total Expenses: _____
**ADD ABOVE LINES TOGETHER FOR THE ESTIMATED TOTAL

By signing and submitting this form I am confirming that I attended the NSF Silver Workshop
in Chapel Hill, NC July 11-13, 2018 and my travel expenses for the meeting will not be charged to any other
NSF grant.

Signature _____ Date _____

**You may email a pdf of your receipts, your completed W9 and this form to W-9@cs.unc.edu, send to a
secure fax at (919) 509-6099, or return the completed forms with original receipts to:**

UNC Computer Science
Attn: Accounting
CB #3175 Sitterson Hall – SN106
Chapel Hill, NC 27599

Revised 6/6/18