

Travel Information Needed for Reimbursement

2013 Barrett Lectures

****Please attach all receipts to this form and return to me in person or mail to the address below.****

Name _____ SSN _____

Address _____

Telephone # _____ Email _____

Residence Status ☐ US Citizen ☐ Non-Resident Alien ☐ Permanent Resident

Nationality _____ (We will need to see your original Visa, Passport & I-94 or permanent resident card if not US Citizen)

Beginning Date and Time of your trip(leaving from hm. or wk.) _____

Departure Date and Arrival Time of your trip(back hm. or wk.) _____

Please provide the items that apply to you.

- *Airline ticket receipt – must have itinerary showing each leg of trip, must show economy or coach as class, show total amount and how it was paid. If you had to pay to check your baggage I need the original receipt to reimburse you.*
 - *If you drove, street address, city, state & zip code you left from (if someone traveled with you, their name(s)).*
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- *Car rental receipt (original)*
- *Taxi receipts (original- to and from airport) if you have taxi fees on your return; please mail the receipt to the address below. Also, if you have parking at your home airport mail that original receipt to the address below.*
- *Please bring original documents: visa, passport and I-94, or your permanent resident card.*

Jane H. Parker
Department of Mathematics
The University of Tennessee
1403 Circle Drive
227J Ayres Hall
Knoxville, TN 37996-1320