



**University at Buffalo**  
The State University of New York

# Travel Reimbursement

IEEE ICC 2013 Conference

Budapest, Hungary

June 9-13, 2013

**Original Itemized Receipts Required**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Institution: \_\_\_\_\_

Requestor's signature \_\_\_\_\_

Expense Type	Description	Receipt Total w/o Tax
Airfare		
Personal Mileage		
Conference Fee		
Meals (max. \$71/day)		
Lodging		
Car Rental		
Taxi, Bus, etc.		
Parking		
Other		
Other		

**Reimbursement will be made only up to the maximum of the student travel grant award, as specified in the award email.**

Total

*ALL of the above information must be filled out for requests to be processed.  
Missing or incomplete forms can cause a delay in processing.*

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**Please allow 6-8 weeks for reimbursement to be processed.**