



Travel Reimbursement Instructions *(not applicable to local participants)*

Please complete the Travel Expense Worksheet with:

Date and time your trip to NIMBioS began and ended -- time of departure and return will determine your meal allowance the day of arrival (\$12.25 per 6 hours in travel status). On meeting days when breakfast and lunch are provided, \$24.50 is the allowance for dinner. We do not need any receipts for meals.

Mileage by private car to be reimbursed between home and the airport (starting location is "home" ending location is "airport") or other travel by private car -- we will reimburse at \$0.47/mile. Rental cars may be reimbursed if you provide an original, post-calculation receipt showing the time picked up and returned and all costs itemized. Our policy does not allow reimbursement of Personal Liability Insurance.

In the MEALS section, the boxes should be checked indicating the meals we provided (not the meals you paid out of pocket for). These will normally be breakfast and lunch on the meeting days.

In the bottom section add expenses such as parking or taxi from airport and provide receipts. Receipts for less than \$50 may be faxed; an original receipt is required if you are claiming a baggage charge not included in your airfare.

International visitors: Please provide a copy of your passport and visa.

See Toby or Jennifer for questions.

Sign the claim form and return to:

Jennifer Thomas  
NIMBioS  
The University of Tennessee  
1534 White Avenue, Room 401  
Knoxville, TN 37996-1527  
Phone 1-865-974-9317  
Fax 1-865-974-9300  
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