KI-Net

Expense Reimbursement Request

Name: _____   SSN*: _____

Home address: _____

_____

*If you do not have a USA social security number, please see the KI-Net Coordinator Anıl to make a copy of your visa and passport.

If KI-Net offered you reimbursement of expenses, please list your actual expenses below. We will reimburse you up to the amount specified in your invitation letter. We do not reimburse per diem/meals. **We are unable to reimburse you for amounts that are not supported by actual receipts.**

Airfare**/Train/Car_mileage	$ _____
Local transportation	$ _____
Lodging	$ _____
Total	$ _____

Please mail original receipts which show payment was made (e.g. "credit card" or "cash") for travel, lodging, and local transportation to the following address:

Anil Zenginoglu
KI-Net/CSCAMM
4147 CSIC Building #406, Paint Branch Dr.
University of Maryland, College Park, MD 20742

To quicken the process, you may email Anıl your receipt information, including the date, amount, and description (e.g. hotel, airfare and which airport, busfare) at Email: anil@cscamm.umd.edu

This information will be used to generate a travel expense statement (TES), that will be emailed to you for your signature. In order to complete your reimbursement, please mail the hand-signed TES back to Anıl. Unfortunately, we cannot accept scanned or electronic signatures on the TES. The University of Maryland will send a check to your home address **about 4 weeks after we receive your signed TES**.

If you have questions, please contact Anıl via Email: anil@cscamm.umd.edu, or Phone: 1-301-405-8886.

** Please use a U.S. carrier for flights when available.