

REIMBURSEMENT PROCEDURES FOR GSCL9

Flying

We will reimburse you at least up to the pre-approved amount.

To be reimbursed, as standard practice the University of Notre Dame requires two of the following three:

- (1) A passenger receipt (An original copy is needed. When you check in make sure you get this receipt in addition to your boarding pass. Note that the boarding pass is not a receipt.)
- (2) An itinerary (e.g. what you receive by email when you buy an e-ticket online)
- (3) A credit card statement showing the charge. (You may black out the other charges on the card.)

Driving

Let us know your round-trip mileage, and we will reimburse you at the going rate.

Train, taxi, etc.

Save your tickets there and back, and note the cost, if it is not easy to tell from the ticket.

Also, at the conference, tell Josh Cole you will be submitting receipts for these. Otherwise, if they come in the mail late, we may have already spent your money.

Everyone: You will also need to give us the address to which your check ought to be mailed.

Either give your documentation to Josh Cole in person or mail it to the following address:

Josh Cole, GSCL9 Treasurer
Department of Mathematics
255 Hurley Building
Notre Dame, IN 46556-4618

Questions should also be directed to Josh Cole at jcole1@nd.edu