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**BUSINESS OFFICE
DEPARTMENT OF MATHEMATICS**

EXPENSE REIMBURSEMENT TO WORKSHOP PARTICIPANTS

Hosts: Ildar Gabitov and Robert Indik (*Bi-National Consortium of Optics*)

Dates of Service: March 31-April 4, 2005

Type of Service: Workshop Participants

Name _____

Soc. Sec. # _____

U.S. Citizen: Yes ___ No ___ Permanent Resident _____

(If no, please provide passport with visa and I-94.)

Passport # _____ Visa type _____

Affiliation _____

Telephone # _____

E-mail address _____

Home address (Reimbursement checks must be sent to a home address)

REIMBURSEMENTS:

Please submit all **original** travel receipts to Conference Assistants at registration check-in, or if you prefer, you may mail them in envelopes provided at check-in table.

Regarding your hotel stay: Your hotel bill will be paid directly by the U of A; however, you are responsible to pay for all incidental expenses or charges over and above the actual room charge; these include phone bill, video rentals, room service, alcohol, laundry, etc. Please do not charge them directly to your hotel room bill. Thank you.