

Required Information to Receive Reimbursement from Rensselaer

In order to process any travel receipts submitted for reimbursement, we will require the following information:

Name: _____

Are you a US citizen? _____

If no, what is your country of citizenship? _____

Address to send payment to: _____

Social Security Number (this can be given over the phone if you prefer not to write it down here): _____

Dates of travel: _____

Please also note:

- **ALL RECEIPTS NEED TO BE ITEMIZED TO BE REIMBURSED.** A simple credit card receipt will not be sufficient. The receipt needs to detail what was purchased.
- If sharing a meal, please list all attending.
- If submitting mileage, please list your starting and ending addresses.

If you have any further question, please contact Shannon Carrothers at either 518-276-6354 or bornts@cs.rpi.edu.