

EXPENSE CLAIM FORM

Event: 08-01-036 Mathematical Graphics & Visualization Workshop
Location: SFU, Burnaby
Date: Aug 8 - 16, 2008

**Complete and sign this form. Original receipts and boarding passes must accompany this form.
Please print clearly. Information must be legible to process and mail your cheque.**

NAME: _____

DATES OF STAY: _____

Mailing Address: _____

Number of Days: _____

Email Address: _____

TRAVEL and LOCAL EXPENSES

TRAVEL AIR FARE: \$ _____ (economy airfare)

BUS/TRAIN: \$ _____

MILEAGE: \$ _____ (_____ kms x 0.38 c/km)

TAXIS: \$ _____

LOCAL EXPENSES

ACCOMMODATION: _____ (ask for University rate)

LOCATION: _____ BILLED TO MITACS: YES NO

PER DIEM ALLOWANCE: _____ (daily allowance - completed by MITACS)

MISCELLANEOUS: _____ (identify type): _____

_____ (identify type): _____

SIGNATURE: _____

I hereby certify that all expenses being claimed are net of any travel rebates, and agency discounts, and were actually incurred by me on MITACS business, and are not reimbursed from other sources.

MAIL, TOGETHER WITH ORIGINAL RECEIPTS AND ORIGINAL BOARDING PASSES, TO:

Jo-Anne Rockwood, Event Manager
MITACS Head Office
TASC 2, Room 9904
Simon Fraser University
8888 University Drive
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