The Midwest Japan Seminar

Participant Travel Reimbursement Form

Please include below the total cost that you incurred to attend the meeting, including transportation, lodging, and meals. That total is essential for grant reporting. Of that total, MJS will reimburse up to $250 of transportation expenses. Be sure to submit original itemized receipts for airfare, ground transportation, parking, tolls, etc. If you are lucky enough to receive funding from other sources, please use that first to preserve MJS limited funds.

NAME______________________________________________________________________

HOME ADDRESS____________________________________________________________

CITY________________________________________STATE_______ZIP_______________

I ATTENDED the seminar held at: ______________________________________________

DATE of seminar ____________________________________________________________

My Travel Expenses:    LODGING______________________________________________

AIRFARE_________________ TRAIN___________ PARKING_____________

TAXI _______________ SHUTTLE_____________ TOLLS________________

PRIVATE AUTO_____________ MILES AT ($0.54 PER MILE) = _________________

BREAKFAST_____________ LUNCH_____________ DINNER______________

OTHER______________________________________________________________

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