The Midwest Japan Seminar
Presenter and Chair
Travel Reimbursement Form

Please include below the total cost that you incurred to attend the seminar, including transportation, lodging, and meals. That total is essential for grant reporting. Of that total, MJS will reimburse up to $400 of transportation expenses and one night in a hotel up to $110. Be sure to submit original itemized receipts (airfare, ground transport, parking, tolls, lodging, 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 the 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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