

The University of North Carolina at Chapel Hill
Department of Computer Science
TRAVEL EXPENSE FORM - after the trip has ended

Please fill in all necessary information and attach all receipts to expedite your travel reimbursement. Please contact acct@cs.unc.edu with questions on this form.

NAME: _____ Social Security no.: _____

EMAIL: _____

DATES OF TRAVEL: _____

DESTINATION: Arlington, Virginia

PURPOSE OF TRIP: Participant at NSF Workshop:
Robot Planning in the Real World: Research Challenges and Opportunities

UNC ACCOUNT TO BE CHARGED: 5-54507

Address to mail reimbursement:

ALLOWABLE EXPENSES FOR REIMBURSEMENT

Airfare: _____

**receipt must show dates of travel, destination, and amount of ticket

Ground: _____

**Airport parking receipt, taxi, bus, shuttle, etc

Meals: _____

**for travel days subject to federal per diem

TOTAL EXPENSES: _____

**ADD ABOVE LINES TOGETHER

You may email a pdf of your receipts and this form to acct@cs.unc.edu or
Return the completed form with original receipts attached to:

UNC Computer Science
Attention Accounting
Sitterson Hall, CB 3175
Chapel Hill, NC 27599