



NIMBioS

National Institute for Mathematical
and Biological Synthesis

Travel Reimbursement Instructions *(not applicable to local participants)*

Please complete the Travel Expense Worksheet with the following information:

DO NOT fill in Total Reimbursement Amount: **LEAVE BLANK**

Date **and time** your trip to NIMBioS began and ended (required, including the time).

Mileage by private car if applicable (usually between home and airport). Reimbursement is at State of Tennessee rate (currently .47) If driving a rental car, please keep all gas receipts.

In the MEALS section, the boxes should be checked indicating the meals we provided (not the meals you paid out of pocket for). These will normally be breakfast and lunch on the meeting days. Our system will generate an adjusted per diem reimbursement based on your time of departure and arrival and any meals provided (so you do not need to list meals in any other section of the form).

In the bottom section add expenses such as parking or taxi from airport and provide original receipts for any amounts of \$10 or more.

International visitors: Please provide a copy of your passport and visa. The travel meal per diem for the first and last day of a trip will be reimbursed at 75% of the daily reimbursement rate of \$56.

Dinner allowance on meeting days when breakfast & lunch are provided is 50% (\$28).

If you are claiming airfare for a multi-destination ticket including travel not sponsored by NIMBioS, please state the amount you are claiming and the amount, if any, funded by any other source along with any documentation previously discussed with the travel coordinator.

Submit reimbursements within 45 days of the meetings end.

See Jennifer or Mary for questions. Fax or scanned signature is accepted for visitors. (An original signature is required for University of Tennessee employees.)

Sign the claim form and return to:

Jennifer Spar
NIMBioS
1122 Volunteer Blvd. Suite 106
Knoxville, TN 37996-1527
Phone 1-865-974-9317
Fax 1-865-974-9300
jspar@nimbios.org