STATISTICS IMPORTANT JSM TRAVEL GUIDELINES

You must complete a [Travel Reimbursement Checklist - CONUS - SIMBA](https://guru.psu.edu/formCard.cfm?id=297) to be reimbursed for your JSM 2022 travel expenses. Your email to me must include the completed checklist, pdf copies of receipts with clear explanations documenting every travel expense you are submitting for reimbursement.

In the description of travel list the conference name and title of your presentation or reason for attending the conference if you are not presenting. Graphical user interface

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The itinerary section on the checklist shown below including dates and times of travel must be completed or the form will be returned to you for completion.

Table

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If you are sharing lodging and/or car rental charges you must note this on the checklist or in your email to me, list all of the individuals who are claiming a portion of the total cost, and provide the paid receipt from the individual who covered the total cost.

You will need to let me know what funds are being used to pay your travel expenses.

If you have any questions about travel, please don’t hesitate to ask.