INT-18-2b program "Advances in Monte Carlo Techniques for Many-Body Quantum Systems"
July 30 – September 7, 2018

Reimbursement Process:

- Complete this information form and return it to Farha Habib (contact info below).

- Submit your **hotel receipt** to Farha Habib. It must show itemized charges and reflect payment (zero balance due).
  If the hotel provides a paper receipt, you may email a legible scan, or fax a copy, to Farha.
  If the hotel provides an electronic receipt, forward the entire email (not just the attachment) to Farha.
  If you prefer to mail a hard copy, that would be fine, but it is not required.

- The INT will prepare your official expense report and email it to you for signature.

- You sign the expense report and return a copy by email or fax.

- When the INT receives the signed official expense report, it will be submitted to our university's central office to be processed for payment. Normally a check will be issued within a few business days.

Type or print clearly.

1. Claimant's Name _____

2. Home Address (**city & state or city & country only**) _____

3. Institution Address: Address where check should be mailed:
                                              See privacy note below.

    _____   _____

    _____   _____

    _____   _____

    _____   _____

    _____   _____

4. Itinerary
    Indicate your travel days and times to and from Seattle. Departure time is when you started out for the airport. On your day of return, arrival time is when you arrived back at your home or institution. Also indicate any absences from Seattle that occurred during your visit.

Date	Departure from (city, state/country)	Departure Time	Arrival at (city, state/country)	Arrival Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5. I would like to claim reimbursement from the University of Washington for the following expenses, as outlined in the confirmation letter from the Institute for Nuclear Theory:

    _____   Lodging (actual cost of single-occupancy lodging, up to $150/night for the first 21 nights, and $75/night thereafter) [mark an 'X' if you want to claim max # of nights eligible]

    _____   Per diem, $30/day (meal receipts not required) [mark an 'X' to claim max days eligible]

RETURN THIS FORM and LODGING RECEIPT
(email or fax)

- email to faraway@uw.edu

- fax to   206-543-3447

If you prefer to send a hard copy, mail to:
   Farha Habib
   Institute for Nuclear Theory
   University of Washington
   Box 351550
   Seattle, WA 98195-1550

Privacy Note: The mailing address for the check will be visible in our financial system to anyone with a UWNetID and password, not just the INT staff. For greater privacy, we recommend using an institution address.