



# DEPARTMENT OF PHYSICS

## REIMBURSEMENT FORM FOR ADMITTED STUDENTS

UCHICAGO PHYSICS WILL REIMBURSE UP TO \$500 IN TRAVEL AND LODGING FOR VISITS BEFORE APRIL 15, 2023. PLEASE NOTE THAT WE WILL ONLY REIMBURSE THE MOST ECONOMICAL METHOD OF TRAVEL. THIS USUALLY CONSISTS OF ECONOMY FLIGHTS; HOWEVER, SOMETIMES ALTERNATE METHODS OF TRAVEL ARE REQUESTED, SUCH AS RENTING A CAR OR TRAIN.

REIMBURSEMENTS MAY TAKE UP TO THREE WEEKS TO PROCESS. A CHECK WILL BE MAILED TO YOUR MAILING ADDRESS PROVIDED BELOW.

### INSTRUCTIONS

1. COMPLETE THIS FORM
2. COMBINE YOUR RECEIPTS, INCLUDING THIS FORM AS THE FIRST PAGE, AS ONE PDF. SAVE THE PDF AS "FIRSTNAME LASTNAME REIMBURSEMENT"
3. EMAIL THE COMBINED PDF TO PUTRI (PUTRIKUSUMO@UCHICAGO.EDU)

\*IF YOU HAVE MORE EXPENSES TO LIST THAN THE SPACE ALLOTTED BELOW, PLEASE USE TWO FORMS

\*A CHECK WILL BE MAILED TO THE ADDRESS YOU PROVIDE ON THIS FORM

\*PLEASE DIRECT ANY QUESTIONS TO PUTRI (PUTRIKUSUMO@UCHICAGO.EDU)

FIRST NAME

LAST NAME

EMAIL

PHONE NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

### LIST OF EXPENSES

DATE OF EXPENSE

SHORT DESCRIPTION

AMOUNT OF EXPENSE (IN US DOLLAR)

TOTAL REIMBURSEMENT REQUEST AMOUNT FOR ALL EXPENSES (IN US DOLLAR)