

**Reimbursement Request
National Diversity Equity Workshop (NDEW) 2015**

Contact information

Name: _____

Mailing address for reimbursement: _____

Phone number: _____

Email address: _____

Summary of reimbursable expenses (as described in the OXIDE Travel Policy):

Airfare: \$ _____ Ground transportation: \$ _____

Long-distance rail fare: \$ _____ Parking: \$ _____

Did you drive to NDEW? Yes / No Lodging: \$ _____
If yes, specify address

of origin in the Notes line below. Non-NDEW provided meals: \$ _____

Notes: _____

Traveler's signature: _____ Date: _____

Reimbursement Procedure

All reimbursements should be carried out according to the [OXIDE Travel Reimbursement Policy](http://oxide.gatech.edu/ver1.0/NDEW2015), which can be found at the NDEW 2015 website: <http://oxide.gatech.edu/ver1.0/NDEW2015>

Reimbursement Point-of-Contact:

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