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, which can be found at the NDEW 2015 website: http://oxide.gatech.edu/ver1.0/NDEW2015

Reimbursement Point-of-Contact:
Ms. Aeryal Herrod
School of Chemistry & Biochemistry
Georgia Institute of Technology
901 Atlantic Dr.
Atlanta, GA 30332-0400

Phone: (404) 894-1180
Fax: (404) 894-7452
Email: aeryal.herrod@chemistry.gatech.edu

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