

**Reimbursement Form**

**2018 NSF Workshop on Underwater Communications and Networking**

**Step 1:** Fill out the vendor registration form, <http://accountspayable.ua.edu/vendor-registration/>. This form is required by the University of Alabama to make payments to any individuals.

**In the vendor registration form: Choose the first option (shown below) and write "Tina Morrison" as the Department contact**

 *Register with the University for a pending order or payment*

 *\* -- List UA Department contact info for this pending order or payment:* ***Tina Morrison***

**In the form, you can choose one of the two options, either 1) direct deposit to your bank account or 2) a mailed check, to get the fund. We recommend the direct deposit option.**

**Step 2:** Please fill out the following form. Provide receipts for all expenses except mileage.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Trip:** Travel to NSF Workshop on Underwater Communications and networking

**Inclusive Dates of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expenses:**

Mileage to airport ($0.54 per mile) $

Airfare: $

Ground transportation in or around Washington DC: $

Lodging in or around Washington DC: $

Meals: $

Mileage from airport ($0.54 per mile) $

Airport Parking $

Others (for example, meals not covered by the workshop) $

**TOTAL REIMBURSEMENT: $**

Step 3: Sign and submit this form, along with all of your receipts (scan PDFs are acceptable), to Mrs. Tina Morrison (tmorrison@eng.ua.edu) AND Dr. Xiaoyan Hong (hxy@cs.ua.edu). Mailing address: University of Alabama, Hardaway Hall, Rm. 284, Tuscaloosa, AL 35487.

Contact Dr. Xiaoyan Hong for questions. Email: hxy@cs.ua.edu; Tel: (205) 348-4042.

I acknowledge that I will not claim the travel expenses listed on this form anywhere else.

Printed Name Signature Date