



SANTA FE INSTITUTE REIMBURSEMENT FORM

Please print your NAME:

WORKSHOP/MEETING TITLE:

DATES OF VISIT:

Address to mail check:
(prefer home address)

EXPENSES (**PLEASE NOTE:** SFI does not reimburse per diems, or meals, or issue direct wire transfers or bank deposits.)

Airfare or mileage @ 48.5 cents/mile*

Limits: Domestic \$600 / Foreign \$1,200

Ground transport* Albuquerque/Santa Fe (Limit \$60)

Travel & parking in home city (Limit \$80)

TOTAL ALLOWANCE: \$740 / \$1,340

TOTAL

Signature/Date

*Per the agreement outlined in your letter of invitation. Please return with ORIGINALS OF YOUR RECEIPTS WITHIN ONE MONTH to: **Wayne J. Coté, Events Manager, Santa Fe Institute, 1399 Hyde Park Road, Santa Fe, NM 87501**

SFI Office Use Only

Disposition of check:

Postal mail

☐

In-house mail folder

☐

Hand deliver to:

SFI Program Approval

Date

Charge to Program

Date

Responsible Officer Approval

Date

DO NOT WRITE BELOW THIS LINE