



# SANTA FE INSTITUTE REIMBURSEMENT FORM

Please print your NAME: \_\_\_\_\_

WORKSHOP/MEETING TITLE: \_\_\_\_\_

DATES OF VISIT: \_\_\_\_\_

Address to mail check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Airfare or mileage @ .565 cents/mile\* \_\_\_\_\_

(\*Limits: Domestic \$800 / Foreign \$1,600) \_\_\_\_\_

Ground transport\* Albuquerque/Santa Fe  
(Limit \$100) \_\_\_\_\_

Travel & parking in home city (Limit \$100) \_\_\_\_\_  
\_\_\_\_\_

**YOUR TOTAL** \_\_\_\_\_

\_\_\_\_\_  
**Signature/Date**

\*Per the agreement outlined in your letter of invitation. Please return with ORIGINALS OF YOUR RECEIPTS WITHIN 90 DAYS to: **Juniper Lovato, Program Coordinator, Educational Programs, Santa Fe Institute, 1399 Hyde Park Road, Santa Fe, NM 87501**

**\*\* AFTER THE 90-DAY PERIOD REIMBURSEMENTS WILL NOT BE PAID.**

**\*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 \_\_\_\_\_