



ISAPP 2016 Turku Finland - Travel Expense Reimbursement Form

Travel expense reimbursement applicable only to invited academic participants
Must be emailed or postmarked by July 15, 2016
Claims made after this date will not be upheld

The following must be included in order to receive reimbursement (Scanned documents in PDF format are acceptable. Original receipts do not need to be submitted by mail.) **Please check** :

- Receipt for your airfare, indicating purchase price, if not purchased directly through ISAPP. Do not send extraneous documentation. Boarding passes are not needed.
- Quote for airfare (from Heather McCallin, obtained at least 1 month before the conference).
- Receipt for ground transportation from the airport to the meeting venue and back.
- All receipts in English or translated to English. Currency specified.**

ISAPP does NOT reimburse:

- Rental cars
- Transportation/Mileage to and from your departure airport
- Parking at your departure airport
- Any additional food or drinks (including those incurred during travel)
- Airline charges for luggage or any additional charges not included in the airfare
- Costs related to accompanying guest's travel or meals

The following information must be typed.

Requested Reimbursement:

Airfare: _____

Ground Transportation: _____

Hotel: _____

Total Requested for Reimbursement: _____

Print Name _____

Signature, affirming that the above information is correct:

E-mail address: _____

For U.S. Reimbursements

Make check payable to: _____

Mail payment to:

Name _____

Organization (If Applicable) _____

Address _____

For Non-US Reimbursements Only

Wire/Bank Transfer Information:

Account Beneficiary/Name _____

Beneficiary Address _____

Beneficiary Account Number _____

Bank Name _____

Bank Address (Street Address/No P.O. Box) _____

Bank Swift Code _____

IBAN code: _____

Preferred Currency for Reimbursement: _____

To submit by Email (preferred) send to: Marion Vinck marion@isappsience.org

To submit by mail, send to: Marion Vinck, ISAPP, 3230 Arena Boulevard, Suite 245-172, Sacramento, CA 95834 USA

Questions? Contact Marion Vinck at marion@isappsience.org