Family Inequality Working Group
Family Economics and Human Capital in the Family
Reimbursement Form

Your name: _____

Email address: _____

I certify that the amounts given herein represent actual business related travel expenses. I further certify that I have not and will not be reimbursed for these expenses from any other source.

x_____
(Sign here)

To where would you like your check mailed?

Direct Reimbursement Requests to:

E. Raluca Rustandi
Economics Research Center
1126 E. 59th St
Chicago, IL 60637

OR, a scan to:
coordinator.inet@gmail.com

OR, a fax to:
773.926. 0982

Reimbursement Procedures

In an effort to reimburse your expenses quickly, please read these instructions before submitting your receipts.

1) For this conference, we can reimburse ground transportation (e.g. taxis), as well as up to $600 for domestic flights, and $1800 for international flights.
2) Please sign the attached form, and provide us with the address to where you would like your check mailed.
3) Please send us receipt(s) of your transportation costs.
   - E-receipts are acceptable as long as they show the itinerary and proof of payment (i.e. credit card payment confirmation).
   - An itinerary alone does NOT provide sufficient detail.
   - Feel free to send us your taxi receipts and/or other ground transportation receipts for reimbursement.

Please keep in mind that each receipt needs to show in detail what was purchased, who purchased it, how it was paid for (cash, credit card, etc.), and that it was paid in full. A credit card transaction receipt that shows only the total is insufficient.

4) Lost receipts: If a receipt is lost, please provide a note acknowledging that the receipt was lost and a description of the item that was purchased, business purpose, date of occurrence, and amount of expense.

Thank you for your participation and efforts.

Please contact us if you have questions!

coordinator.inet@gmail.com