

**WVNano NSF-REU
Request for Travel Reimbursement Form
“Travel to WVU”**

1. Fill in the information on this form.
2. Attach original receipts (in the participant’s name) to the form.
3. Sign and date this form at the bottom. Keep a copy for your records.
4. Send (or give) this form with attached receipts to:

Michelle Richards-Babb
WVNano NSF-REU Site Educational Coordinator
C. Eugene Bennett Dept. of Chemistry
West Virginia University
P.O. Box 6045, 217 Clark Hall
Morgantown, WV 26506-6045

(304) 293-3435 ext. 6416
mrichar2@wvu.edu

Name: _____ SSN: _____

Home Mailing Address: _____

Itinerary to WVU

Date: _____ Depart From: _____ Hour of Departure: _____ Hour of Arrival: _____

Traveled by: _____
(air/bus/car/rental car)

Airfare: \$ _____ (passenger coupon receipt or e-ticket required)

Bus: \$ _____

Train: \$ _____

Car: _____ (ending mileage)
_____ (starting mileage)
_____ (mileage to WVU)

\$ _____ (mileage to WVU x \$0.445)

Tolls: \$ _____
\$ _____
\$ _____

Total: \$ _____

Participant’s Signature: _____ Date: _____

**WVNano NSF-REU
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Name: _____ SSN: _____

Home Mailing Address: _____

Itinerary From WVU

Date: _____ Arrive at: _____ Hour of Departure: _____ Hour of Arrival: _____

Traveled by: _____
(air/bus/car/rental car)

Airfare: \$ _____ (passenger coupon receipt or
e-ticket required)

Bus: \$ _____

Train: \$ _____

Car: _____ (ending mileage)
_____ (starting mileage)
_____ (mileage from WVU)

\$ _____ (mileage from WVU x \$0.445)

Tolls: \$ _____
\$ _____
\$ _____

Total: \$ _____

Participant’s Signature: _____ Date: _____