

Delegate Reimbursement Request Form

Please print this page, fill it out and mail it within 10 days following the meeting to:

Sigma Xi, The Scientific Research Society

Attn: Jasmine Shah

P.O. Box 13982

Research Triangle Park, NC 27709

If you have questions please call 800-243-6534 or 919-549-4691 or e-mail finance@sigmaxi.org

Please allow 30 days for the verification of low-fares and the processing of your reimbursement.

Name _____ Chapter # _____

Address: _____

Location of the Meeting (city and state) _____

Dates: From _____ To _____

As voted by the 1996 Assembly of Delegates, subsidy paid for travel to the Annual Meeting by one delegate from each chapter in good standing "shall be by the most economic means practicable and shall not exceed the round-trip coach fare on any scheduled airline between the airport nearest the home of the delegate and the site of the Annual Meeting."

Delegates who travel by automobile to the Annual Meeting will be reimbursed at the current U.S. Federal Government rate per mile (map distance from city to city, not recorded mileage for the total trip), provided that the total cost does not exceed the lowest round trip coach air fare between the airport nearest the delegate's home and the site of the Annual Meeting.

Expenses for conference registration, lodging, meals, parking, and ground transportation to and from the airport/hotel are the responsibility of the delegate or his/her chapter and will not be reimbursed by Sigma Xi. Additionally, Sigma Xi will not absorb penalties for changed itineraries or cancellations; those penalties will be the responsibility of the delegate or their chapter.

Day/Date of Travel	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Airfare *								
Automobile Travel Miles x US\$0.56 per mile								
Total								

* You must attach the **Passenger Receipt portion of your ticket** when submitting this form.

Due Traveler \$ _____

Signature of Delegate _____ Date: _____

Approved at Sigma Xi Administrative Office _____ Date: _____

Mail completed form with receipts attached to the address at the top of the page.