



# Carnegie Mellon

**NSF Workshop on Emerging Areas in Ceramics**  
**Westin Arlington Gateway Hotel**  
**Arlington, VA                      March 18-21, 2012**

**Return To:**  
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## Expense Form for Travel Reimbursement

Name:	
Address*:	

*\*make sure this is the mailing address for your reimbursement check*

Travel Expense(s)	Date(s)	Amount
<b>Air transportation</b>		
RT Economy Airfare		
Baggage Fee		
<b>Car Transportation</b>		
Mileage to/from meeting (Rate is \$0.555/mile)**		
Toll Road Fees		
<b>Ground transportation</b>		
Metro/Taxi/Shuttle		
<b>Hotel</b>		
Lodging at Westin Arlington Gateway (\$224/night)	3/18, 3/19, 3/20	
		<b>Total:</b>

*Please make sure to submit the ORIGINAL receipt(s) for the expense(s).*

**Important Information:**

*The workshop will reimburse you for hotel stays 3/18-3/21 at the Westin Arlington Gateway (rate of \$224/night booked through link provided), roundtrip economy airfare and ground transportation.*

*\*\*If you are submitting mileage, please provide a GOOGLE maps printout of the miles to/from and submit with this form.*

*Contact Neetha Khan (information at top of page) if you have questions. Thank You!*