Request for Reimbursement

Meeting: James S. McDonnell Foundation
Reconsidering the good life: Environmental impact and social norms

Dates: January 20-22, 2009

Name: ________________________________

Email: ________________________________

Address where check should be mailed (home addresses are recommended):

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EXPENDITURES

Airfare / Trainfare* USD$__________ Other Currency ____________

Mileage @ 58.5 cents/mile** USD$__________ Other Currency ____________

Local Transportation (to and from airport) USD$__________ Other Currency ____________

Parking USD$__________ Other Currency ____________

Other __________________________ USD$__________ Other Currency ____________

Airfare / Trainfare ticket change fees not reimbursable

TOTAL REQUEST: USD$__________ Other Currency ____________

(Do not convert to USD$)

Reimbursement cannot be made without a receipt for all items. If submitting reimbursement request by email, scan completed form and receipts in full-color and send to the email address below.

Deadline: Complete form and submit with receipts no later than Friday, February 20, 2009.
Checks will be mailed 2-3 weeks after the submission deadline.

Return by: Email: reimbursement@jsmf.org
Fax: 314-735-4521

* reimbursed only if not paid directly by the Foundation and approved by JSMF
** rate as of July 2008