

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):

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