

ALGAE TECHNOLOGY EDUCATIONAL CONSORTIUM (ATEC)
MEETING TRAVEL EXPENSES & HONORARIUM



Name		Invoice #	
Email		Service Dates:	
Remittance Address			

Category	Dates	Details	Amount
Travel Day(s) To			
Travel Day(s) From			
Airfare (incl bags)			\$
Cab/Shuttle/Uber			\$
Rental Car			\$
Rental Fuel			\$
Tolls			\$
Parking at airport			\$
Mileage Personal vehicle		Home to airport (miles @ 0.67)	\$
		Airport to home (miles @ 0.67)	\$
Lodging			\$
Meals		75% per diem on travel days	\$
		75% per diem on travel days	\$
Honorarium			\$250
TOTAL AMOUNT OWED TO TRAVELER			\$
Signature			Date

I certify that all expenditures reported and payments requested are for appropriate purposes and in accordance with the agreements set forth in the application and award documents.

NOTE: All receipts and documentation must be attached in PDF format in order to process reimbursement.

For questions, contact Sydney Higbee at shigbee@thealgae.foundation.org (909) 712-8643 or Ira Levine at ilevine@thealgae.foundation.org (207)753-6588.