

EECS Visiting Students Reimbursement for VISIT WEEKEND – March 2018

Instructions: Please complete this form to document reasonable travel expenses, and attach any receipts. If expenses are not listed in US dollars, they will be converted using a current exchange rate. Note that travel expenses will be reimbursed, up to a maximum of \$500 USD. Provide your name and address where you want the check sent on the second page of this form. Submit receipts or send E-Ticket Confirmation along with the form electronically to Kathy McCoy at mccoy_k@mit.edu or by post to MIT EECS Graduate Office 38-444, 77 Massachusetts Avenue, Cambridge, MA 02139.

Travel -related expenses:

Mode of Transportation:	Airline	Train	Bus
Arrival Date :			
FROM:			
TO:	BOSTON		
Return Date:			
FROM:	BOSTON		
TO:			
COST:			

OR

Private Automobile FROM/TO:

TOTAL MILEAGE @ \$.545 per mile =

Costs associated with other Transportation:
Airport Shuttles
Taxi
Subway (T)
Parking

Other:

TRAVEL REIMBURSEMENT FORM FOR EECS VISIT DAYS 2018 – Continued

STUDENT NAME:

ADDRESS:

EMAIL:

TOTAL REIMBURSEMENT EXPECTED:

DATE OF SUBMISSION: