

Society for Industrial and Applied Mathematics
Additional Reimbursement Request Form

This form must be completed if expected reimbursement for travel, room and board expenses for participation in a SIAM Conference will exceed \$1,500 for Invited Plenary Speakers traveling within North America, or \$2,500 for speakers traveling outside of North America.

Please return the completed form to the SIAM office at the address below no later than six weeks prior to the conference. Please estimate all costs.

Guidelines for reimbursement of invited plenary speakers are available online at http://www.siam.org/meetings/guidelines/expense_guide.php.

Keynote speakers for the SIAM Conference on Data Mining should review the guidelines at <http://www.siam.org/meetings/guidelines/DMreimbursement.php>

Return by mail or fax to:
SIAM
Connie Young, Conference Director
3600 University City Science Center
Philadelphia, PA 19104-2688
Fax: 215-386-7999

Personal Information

Name: _____
Affiliation: _____
Conference Name: _____
Conference Location: _____

Travel Cost

Airfare: \$ _____
Dates of travel: Arrival: _____ Departure: _____
Name of carrier: _____
Flight number(s): _____

Personal car:
Number of miles _____ x \$0.585 per mile = Total mileage cost _____

Taxi fare: \$ _____

Hotel Cost

The number of reimbursable hotel nights should not exceed the length of the meeting plus one night.

Arrival date: _____ Departure date: _____
Total number of hotel nights: _____

Meal Cost

Cost per day: \$ _____
Number of days: _____

Total Estimated Expense

A) Total estimated expenses \$ _____
B) Contribution from own sources (if any) \$ _____

Total amount requested (A minus B) \$ _____

SIAM Office Use

SIAM Conference Director _____ SIAM Director of Programs and Services _____
SIAM Executive Director _____

Total amount approved \$ _____