**INSTITUTION LETTERHEAD HERE (required)**

Karen Snover-Clift

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mm/dd/yyyy Dear Karen,

The purpose of this letter is to request travel reimbursement for (name of participant) of the (University/Institution name here). (Name of traveler) attended the (name of workshop/conference) in Beltsville MD on (dates of workshop). (Name of traveler’s) travel expenses are listed below for (list only the items asking reimbursement for: airfare, rental car, lodging, mileage, meals, parking, tolls, baggage fees, etc). (His/Her/Their) meals were calculated using the current per diem rate for Bowie, MD, the location of the participant’s lodging. The per diem rate was calculated using 75% for travel days and 80% for workshop days because while on site, breakfast was provided by the hotel, TownePlace Suites Bowie Town Center.

Sincerely,

Submitter’s name

Submitter’s Title

Submitter’s Street Address

Submitter’s City, State and Zip code

Submitter’s Phone Number

Reimbursement Expenses:

Airfare: (Name of airline) $xxx.xx

Rental Car: (Name of provider) $xxx.xx

Lodging: (Name of hotel and location) $xxx.xx

Mileage: (\_\_\_) miles @ **$0.56**/mile $xxx.xx

Meals: Per diem $xxx.xx

Parking: (Description (e.g. airport parking) $xx.xx

Tolls: (Description/explanation) $xx.xx

Baggage fees: (Name of airline) $xx.xx

Other fees: (Description) $xx.xx

**Total $xxx.xx**