Summer Workshop Travel Reimbursement Instructions & Guidelines

- Travel Reimbursement is only applicable to those participants who are not Stony Brook students and who do not live in the immediate area

- You may be reimbursed for your travel expenses **up to $500**. Expenses include Airfare, Train/Subway fare(s), Bus transportation, Taxi/Car Service fare(s)

- **ORIGINAL** receipts are required for all travel expenses **except if payments are made online and the receipt shows your payment method with a zero balance.** Original receipts must be either hand delivered or mailed to:

    Attn: Sarena Romano
    Institute for Advanced Computational Science
    Stony Brook University
    230 Heavy Engineering
    Stony Brook, NY 11794-5250

- Online Airfare, Train tickets, Bus transportation will be accepted if your documentation reflects your payment method and a zero balance. You may send this information via email in pdf format to sarena.romano@stonybrook.edu

Personal Information document required for reimbursement:

Please bring the following to the "Welcome Orientation Dinner" (if applicable):
- ✓ Driver's License or Photo ID
- ✓ If you **are** a US Citizen, I will need your Social Security #. If you know the #, you do **not** need to bring your Social Security Card with you
- ✓ If you are **NOT** a US Citizen but are a Permanent Resident, I will need a copy of your Permanent Resident Card and your Social Security #
- ✓ If you are **NOT** a US Citizen and you are here on a visa, I will need a copy of your Passport and I-94 Visa Status Form
- ✓ Copy of your current CV or Resume