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 $750**. Expenses include Airfare, Train/Subway fare, Bus transportation, Taxi/Car Service, car rentals

- **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
  IACS Building
  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 documents required for reimbursement:

- ✓ Driver's License or Photo ID
- ✓ If you **are** a US Citizen, we 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, we 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, we will need a copy of your Passport and I-94 Visa Status Form
- ✓ Copy of your current CV or Resume