CS for All RPP workshop
October 29 and 30, 2018
Travel Reimbursement Information

CS for All RPP workshop participants are eligible for reimbursement of travel-related costs associated with attending the RPP workshop at EDC in Waltham, MA. Please save all itemized receipts from flights, ground transportation, and meals.

Eligible expenses:
- Airfare/train transportation to Boston, MA (up to $500, over $500 with approval)
- Ground transportation (to hotel and airport, to/from EDC and hotel)
- Mileage to/from EDC for the workshop (if local and driving)
  - reimbursed at government mileage rates – currently 54.5 cents per mile
- Sunday/Monday dinner expenses
  - Must submit itemized receipts, cannot include alcohol
  - Reimbursable up to $26 per dinner (government rate for dinner in Waltham)
- Hotel/lodging costs (if not direct billed to EDC)
  - Must submit receipt

W9 form: For receive reimbursement, you must complete a W9 form (in your folder).

Receipts: All receipts must be itemized and show the method of payment. Any purchases that are submitted without a receipt or itemization and payment method will not be reimbursed. Scanned copies of receipts are acceptable.

Shared expenses: If you share any expenses, you must provide a list of team members with the documentation for that expense. Let us know if you have a question.

Reimbursement form: Please use EDC reimbursement form (on back of this page). Make sure to sign your name, and return by November 15, 2018.

Please return reimbursement forms, W9, and receipts in provided envelope to:

Mari Dobson
EDC, 43 Foundry Avenue
Waltham, MA 02453

Please contact Mari Dobson at mdobson@edc.org if you have any questions.
### Name:

### Mailing Address

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<th>Date of Expense</th>
<th>Description</th>
<th>Amount:</th>
<th>Expense Code</th>
<th>Project Number</th>
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### Requestor Signature ____________________________

### Approver Signature ____________________________

###FOR INTERNAL USE ONLY

Name: ____________________________

Phone: ____________________________

Mailing Address: ____________________________

Dates of workshop: October 29 - 30, 2018

RPP Workshop Reimbursement Form