**INSTITUTION LETTERHEAD HERE (required)**

Karen Snover-Clift

Cornell University-School of Integrative Plant Sciences

Plant Pathology & Plant-Microbe Biology

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Ithaca, NY 14853

Phone: 607-227-0397

mm/dd/yyyy

Dear Karen,

The purpose of this letter is to request travel expense reimbursement for (name of participant) of (University/Institution name here) for attendance at the PPCDL (Name of Workshop) in Laurel, Maryland on (dates of workshop). The travel expenses incurred are listed below. Meals were calculated using the current per diem rate for Bowie, Maryland; the location of the participant’s lodging. The per diem rate was calculated using 75% for travel days.

Sincerely,

Submitter’s name

Submitter’s Title

Submitter’s Street Address

Submitter’s City, State and Zip code

Submitter’s Phone Number

Check should be made payable to: **NAME OF University or Institution-department**

Referencing: **NPDN-PPCDL Workshop-Travel Expense Reimbursement for PARTICIPANT’S NAME**

For attending: **NAME of Workshop on date range of stay**

Send reimbursement check to: **Check Recipient’s Name**

**University or Institution Department**

**Any other needed address information**

**123 Street Address**

**City, State, zipcode**

Reimbursement Expenses:

Airfare: (Name of airline) $xxx.xx

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

Fuel for Rental Car: (Business name) $xxx.xx

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

Mileage: (\_\_\_) miles @ **$0.665**/mile $xxx.xx

Meals: Per diem $xxx.xx

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

Tolls: (Description/explanation) $xxx.xx

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

Other fees: (Description) $xxx.xx

**Total $xxx.xx**