

# Stanford Law School

Crown Quadrangle  
559 Nathan Abbott Way  
Stanford CA 94305

International Junior Faculty Forum  
October 8-10, 2015

Deadline to submit: November 13, 2015

NAME OF TRAVELER: \_\_\_\_\_

NAME OF PERSON TO WHOM PAYMENT SHOULD BE MADE:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

SOCIAL SECURITY NUMBER (If reimbursement is made to participant)

\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

FEDERAL TAX ID NUMBER (If reimbursement is made to company)

\_\_\_\_ - \_\_\_\_\_

## ITEMIZATION OF EXPENSES

Please note: receipt dates must match program dates

AIRFARE \$ \_\_\_\_\_

(Please attach original airline ticket stub or E-ticket)

GROUND TRANSPORTATION \$ \_\_\_\_\_

(Includes taxi, car services, rental cars, mileage, etc.)

MEALS \$ \_\_\_\_\_

MISCELLANEOUS \$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

(Required)

Company original receipts (excluding government agencies) must be attached, including original airline ticket stubs (itineraries and invoices are not sufficient unless flying on an e-ticket). Once form is completed and receipts are attached, please send to *Alice Berriman, Stanford Law School, 559 Nathan Abbott Way, Stanford CA 94305*. Should you have any questions, please call (650) 723-4039 or email [berriman@law.stanford.edu](mailto:berriman@law.stanford.edu). Note: Reimbursement requests submitted after the stated deadline above cannot be processed.