



Reimbursement Form

For international travelers or for Japanese participants who flew or took a long distance train.

To be reimbursed for your transportation and other costs related to your participation in the workshop please attach scanned copies of your receipts to this form and send to rpollack@nautilus.org and jdiamond@nautilus.org.

Please fill in all areas marked with an asterisk ()*

***Your name:** _____

***Your address:** _____

***City, State, Postal Code:** _____

***Country:** _____

Note the amount of your reimbursement for each line item where applicable:

	Date	*Amount	*Currency Used
Plane/Train Transportation:			
VISA Costs:			
Meals:			
Other:			
Local Transportation:			

TOTAL _____ in _____ currency.



Please fill out the following information. Unless you request otherwise, we will reimburse you by wire transfer to the bank account provided below.

***Name of Bank:**

***“Swift Address” (international banks) or Routing Code (US banks):**

***Name on your Account:**

***Your Account Number:**

***Address of Bank:**

***City, State, Postal Code, Country of Bank:**

***U.S. Intermediary Bank ABA Number, or Name/Address in U.S., if known:**