Directions for filling out the UW-Milwaukee travel expense form
(to request reimbursement for meal or parking expenses in connection
with attending the USA-NPN RCN Stakeholders workshop held Sept. 20-23, 2010):

1. Fill in your name, home address, and email address in the appropriate spaces on the
   provided Excel form (UWM_Expense_form.xls).

2. Insert the date, description, and amount for each item on the lines provided. For
   parking, place the amount in the “Cash/Other” column under payment method; and for
   meals, place the amount in the appropriate meal column (remember that meal
   reimbursements are limited to $10 for breakfast, $10 for lunch, and $20 for dinner). Do
   not enter mileage unless you drove (no airline flights) from your base location to
   Milwaukee.

3. After you have entered all items, the Excel form should automatically produce the
   total.

4. Print out the completed form, sign and date it, and send it (along all with supporting
   receipts) to:

   Prof. Mark D. Schwartz  
   Dept. of Geography  
   UW-Milwaukee  
   P.O. Box 413  
   Milwaukee, WI  53201-0413

   Contact Mark D. Schwartz (mds@uwm.edu, 414-229-3740) if you have any questions
   about completing the form.