

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.