Summer Workshop Travel Reimbursement Instructions & Guidelines

• Travel Reimbursement is only applicable to those participants who are not Stony Brook students and who do not live in the immediate area

• You may be reimbursed for your travel expenses up to $500. Expenses include Airfare, Train/Subway fare(s), Bus transportation, Taxi/Car Service fare(s)

• ORIGINAL receipts are required for all travel expenses except if payments are made online and the receipt shows your payment method with a zero balance. Original receipts must be either hand delivered or mailed to:

    Attn: Sarena Romano
    Institute for Advanced Computational Science
    Stony Brook University
    230 Heavy Engineering
    Stony Brook, NY 11794-5250

• Online Airfare, Train tickets, Bus transportation will be accepted if your documentation reflects your payment method and a zero balance. You may send this information via email in pdf format to sarena.romano@stonybrook.edu

Personal Information document required for reimbursement:

Please bring the following to the “Welcome Orientation Dinner” (if applicable):

✓ Driver's License or Photo ID
✓ If you are a US Citizen, I will need your Social Security #: If you know the #, you do not need to bring your Social Security Card with you
✓ If you are NOT a US Citizen but are a Permanent Resident, I will need a copy of your Permanent Resident Card and your Social Security #
✓ If you are NOT a US Citizen and you are here on a visa, I will need a copy of your Passport and I-94 Visa Status Form
✓ Copy of your current CV or Resume