

STREAMLINE Collaboration has agreed to reimburse you for the following expense(s):

· 2025 Travel Support* up to \$ 1000

You will need to pay for all related expenses yourself. STREAMLINE will reimburse you after the event concludes.

Please provide:

· Full, legal name per your travel ID:

· Home address to send reimbursement:

**Your reimbursement will be paid in U.S. dollars and mailed to the address you have provided*

General Reimbursement Information for Lemont, IL

· *Meals per diem is at \$68/day (Br-\$16, Lu-\$19, Di-\$28, Incidentals-\$5).

Meals provided by the event are subtracted from the reimbursement.

· Lodging for Lemont, IL is at \$114/ night before tax.

**As per the U.S. Department of State Office of Allowances.*

Airfare reimbursement with STREAMLINE funds:

1. The least expensive flight (economy class) possible given dates, airports, and connections.
2. Does not include personal time/travel. We consider business dates for USA travel to be arriving a day before the start of the program and leaving the day after the program ends.
3. If you are receiving airfare reimbursement from the program and choose to travel outside of the program dates or choose non-direct routing (not leaving from and returning to the same airport), you must obtain an airfare quote from Christopherson Travel (1-800-509-7081 Monday – Friday 8 am – 8 pm ET) at the same time you purchase your ticket.

You can also email them at msuttravel@cbtravel.com and request the fare quote.

**Failure to obtain a written quote, or cost comparison at the same time you purchase your airline ticket, will result in a limit of 50% of airfare reimbursement. Once you receive an airfare quote, you will be reimbursed at the lower ticket rate.*

Materials needed to process your reimbursement should be scanned electronically and emailed no later than 7 business days after the last day of your travel.

Exceptions will be considered on a case-to-case basis

**We cannot guarantee reimbursement if the required paperwork is submitted late.*

Following the meeting: · Scans of your original receipts for airfare for proof of travel, lodging folio showing all charges, fees and taxes and that payment was received (zero balance). Airline receipts must also show an itinerary with airports and flight dates and times listed.

Please let us know if you have any questions about this information.

On behalf of STREAMLINE LOC

I hope your participation in this workshop will be beneficial to you and your research!