

Reimbursement Form

Biophysics Program & Dept of Structural Biology

To: Student Visitors

From: Kathleen Guan & Amy Lin (1215 Welch Road, Mod A, Room 87 & 89, Stanford University, Stanford, CA 94305-5417)

Subject: Your Travel

Welcome to Stanford Biophysics and Structural Biology!

It is our policy to expedite the travel expenses associated with your visit to Stanford in a timely manner. To assist us with this effort we would like your help in providing us the necessary documentation and information that pertain to your travel.

Please provide the information below with the original receipt(s), which shows your payment, of your travel expenses. If you booked your travel through Orbitz for Business, we have your travel receipt already.

Name _____

Mailing Address (where you would like the reimbursement to be mailed to)

Email Address _____

Phone _____

Have you interviewed or will be interviewing with other institute(s) on the same trip? If so, please indicate which school(s) and their contact information

Signature: _____