

CALIFORNIA INSTITUTE OF TECHNOLOGY
Department of Physics
Information for Travel Reimbursement



Name: _____ **Current University** _____

Current Address: _____
Street _____ City _____ State _____ Zip _____ Country _____ Until _____

Mail Check to: _____
Street _____ City _____ State _____ Zip _____ Country _____ Until _____

Future Contact Info: _____
E-mail _____ Phone _____

Copy of ticket or itinerary with \$ amount is: Attached () or Will send later ()

Circle all West Coast schools visited this trip:

Caltech – UCLA – UCSD – UCSB – UCSC – UCB – UCI – Stanford

Indicate department if other than physics: _____

Other schools: _____ **Contact Info:** _____

Approximate amount per school at close of trip: _____

***To share travel costs all schools visited must have identical receipts at close of trip**

Dates of hotel stay or Caltech visit: From _____ To _____

My international trip began in: _____ **On date:** _____

I have provided accurate information regarding my travel expenses and agree to the maximum reimbursements of \$300 for domestic and \$500 for international travel:

Signature _____ **Date** _____

Reimbursement checks are usually sent out by mid-May, to facilitate the process send receipts promptly to physgrad@caltech.edu, or mail to:

Physics Graduate Office, Caltech 103-33, Pasadena, CA 91125