

## Statement of Expenses

Statement of Expenses			
Name			
Address			
SSN		Phone	
Email Address			
Are you a U.S. Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Non US Citizens must supply UD W-8 form; form can be downloaded from <a href="http://www.udel.edu/ofs/forms/forms.html">http://www.udel.edu/ofs/forms/forms.html</a>
Dates of Travel			
Purpose of Travel			
Transportation			Total
	Plane (must have ticket stub)		
	Personal Vehicle		
	Mileage @\$0.55 per mile		
	Rental Car		
	Train		
	<b>Subtotal</b>		
Other Expenses			
	Motel/Hotel		
	Tolls		
	Miscellaneous		
	<b>Subtotal</b>		
Signature of Requestor			
Date			
Return to:		Sue Thompson University of Delaware Delaware Biotechnology Institute 15 Innovation Way Newark, DE 19711	
<b>Must attach ORIGINAL receipts for all items over \$10</b>			