

**Society for Industrial and Applied Mathematics (SIAM)
Additional Reimbursement Request Form**

This form must be completed if expected reimbursement for travel, room and board expenses for participation in a SIAM Conference will exceed \$1,500 for participants traveling within the continent where the conference is being held, or \$2,500 for participants traveling from outside the continent where the conference is held, subject to SIAM's reimbursement guidelines.

Guidelines for Reimbursement of Travel Expenses are available [here](#).

Participants in the SIAM Conference on Data Mining should review their guidelines [here](#).

Please return the completed form to SIAM Conference Director, Lisa Dyson (ldyson@siam.org) no later than six weeks prior to the conference. Please estimate all costs.

Name: _____

Affiliation: _____

Conference Name: _____

Conference Location: _____

Travel Cost Estimate

Airfare: \$ _____

Dates of travel: Arrival: _____ Departure: _____

Name of carrier: _____

Flight number(s): _____

Personal car: Number of miles _____ x \$ _____ [[allowable IRS rate](#)] = Total mileage cost

Taxi fare: \$ _____

Hotel Cost Estimate

The number of reimbursable hotel nights may not exceed the length of the meeting plus one night.

Arrival date: _____

Departure date: _____

Total number of hotel nights: _____

Meal Cost Estimate

Cost per day: \$ _____

Number of days: _____

Total Estimated Expenses

A) Total estimated expenses \$ _____

B) Contribution from own sources (if any) \$ _____

Total amount requested (A minus B) \$ _____