

Please complete and return to:

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**Travel Reimbursement Form
Mellon 23/AALAC Collaborative Workshop on
Film and Media Studies in the Liberal Arts
Reed College, Portland OR
October 13-15 2011**

Travel & Lodging Reimbursement not to exceed \$1050 per Mellon 23 Participant

In order to be reimbursed, please provide ORIGINAL, documents/receipts. NO COPIES CAN BE ACCEPTED.

Name (please print):

Permanent Legal Address

AIR FARE REIMBURSEMENT

Amount of ticket: _____

(Please attach to the form the original boarding passes and itinerary showing payment amount and billing).

RENTAL CAR REIMBURSEMENT

Company: _____

Cost of rental: _____

LODGING REIMBURSEMENT

of days _____ Amount requested _____

(Please attach the original hotel billing.)

Signature: _____ Date: _____