

# Graphics Lab Request for SIGGRAPH Travel Reimbursement

**Submit to Heather Gentner, Gates 368**  
**Please submit ALL receipts with this form.**

## Your Information:

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Address you want to receive the check (I can't guarantee direct deposit):  
\_\_\_\_\_  
\_\_\_\_\_

## Conference Information:

Name / Location / Dates of Conference: SIGGRAPH 2004 - Los Angeles, CA - August 8-12, 2004

Web Address of Conference: [www.siggraph.org/s2004](http://www.siggraph.org/s2004)

Did you present? Title: \_\_\_\_\_

## Amount Requested for Reimbursement:

**Registration:** If Stanford cut a check, enter \$410 to the right – or enter the amount you paid \$ \_\_\_\_\_

I paid \_\_\_ SIGGRAPH paid \_\_\_ Stanford cut a check \_\_\_

**Airfare:** Airline: \_\_\_\_\_ \$ \_\_\_\_\_

date/time of departure \_\_\_\_\_

date/time of return \_\_\_\_\_

**Personal Auto:** If you drove check here \_\_\_ enter \$292.50 to the right (for 780 miles) \$ \_\_\_\_\_

Passenger(s): \_\_\_\_\_

**Taxi/Shuttle:** date: \_\_\_\_\_ \$ \_\_\_\_\_

date: \_\_\_\_\_ \$ \_\_\_\_\_

date: \_\_\_\_\_ \$ \_\_\_\_\_

date: \_\_\_\_\_ \$ \_\_\_\_\_

date: \_\_\_\_\_ \$ \_\_\_\_\_

**Lodging:** If someone else paid for you, enter your portion to the right and add comment below \$ \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Roommate(s): \_\_\_\_\_

Comments (if any): \_\_\_\_\_

**Meals:** Daily average \_\_\_\_\_ \* \_\_\_\_\_ days (submit receipts) = \$ \_\_\_\_\_

**Other:** What: \_\_\_\_\_ \$ \_\_\_\_\_

What: \_\_\_\_\_ \$ \_\_\_\_\_

**Total you are expecting to be reimbursed:** \$ \_\_\_\_\_

**NOT TO EXCEED \$800 TOTAL\*\***

\*\* If you attended the GP<sup>2</sup> Conference: List registration fee under "Other" and add the registration cost plus 1 night hotel to your budget.