

Travel Reimbursement Policy and Procedure

Rebuilding the New Orleans Region: Infrastructure Systems and Technology A Two Day Forum September 24-26, 2006

Policy

Travel fund reimbursement is available for invited participants and speakers attending the forum. Since accommodations are already provided through the forum registration, reimbursements will only be made for travel, miscellaneous items and for some meals not included in the forum, up to the maximum reimbursement amounts (see below). Reimbursement will be made for the actual cost of meals not to exceed the Federal Per Diem rates established by the State Department.

Funds will be reimbursed to you through the Georgia Institute of Technology. In order to receive travel fund reimbursements, you must fill out the Travel Expense Statement form, provided by Georgia Tech.

Travel reimbursement maximum is \$500.00 for out-of-state participants.

Travel reimbursement maximum is \$150.00 for Louisiana in-state participants.

Procedure

1. Fill out the Travel Expense Statement completely.
2. Send your reimbursement form and receipts to:

Andrea Bé
Georgia Institute of Technology
School of Civil and Environmental Engineering
790 Atlantic Drive
Atlanta, GA 30332-0355