



The iPlant Collaborative
1657 E Helen Street
Tucson, AZ 85721
<http://www.iplantcollaborative.org>
Phone: 520-626-4216
Fax: 520-626-4824

May 24, 2010

Dear iPlant 2010 Conference Participant:

In order to reimburse you for meeting-related expenses, please send us your **original, itemized receipts by June 11, 2010**. Be sure to make copies of the receipts before you send them if you need them for your records. Note that reimbursements take approximately 4-6 weeks after receipt to be processed and will be sent to the home address you provided on the Visitor Information Form we have on file for you.

Reimbursable expenses include your round trip economy air fare, ground transportation (including to/from your local airport and the Las Vegas airport and the hotel), airport or other parking fees, checked baggage fees, and meals (but no alcohol) not catered by the hotel, including meals in transit. We cannot reimburse for credit card receipts submitted without the itemized version to accompany it.

For each receipt you submit, please list the expense item, date, and amount below, and write your initials and "iPlant2010" on each receipt in case the receipts get separated from this form. Thank you for your timely response to this request.

Please return form and receipts to:

The iPlant Collaborative
Attn: Tina Lee
Thomas W. Keating Bioresearch Building
1657 E Helen St
Tucson, AZ 85721

iPlant 2010 Conference, St. Las Vegas, May 23 - 25, 2010

Name: _____

Description of Expense	Date	Amount
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

iPlant 2010 Conference, St. Las Vegas, May 23 - 25, 2010

Name: _____

Description of Expense	Date	Amount
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		
16. _____		
17. _____		
18. _____		
19. _____		
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21. _____		
22. _____		
23. _____		
24. _____		