**INSTITUTION LETTERHEAD HERE (required)**

Karen Snover-Clift

Cornell University-School of Integrative Plant Sciences

Plant Pathology & Plant-Microbe Biology

324 Plant Science Bldg.

Ithaca, NY 14853

Phone: 607-227-0397

mm/dd/yyyy

Dear Karen,

The purpose of this letter is to request travel expense reimbursement for (name of participant) of (University/Institution name here) for attendance at the PPCDL (Name of Workshop) in Laurel, Maryland on (dates of workshop). The travel expenses incurred are listed below.

Sincerely,

Submitter’s name

Submitter’s Title

Submitter’s Street Address

Submitter’s City, State and Zip code

Submitter’s Phone Number

Check should be made payable to: **NAME OF University or Institution-department**

Referencing: **Travel Expense Reimbursement for PARTICIPANT’S NAME**

For attending: **PPCDL-NAME of Workshop on date range of stay**

Send reimbursement check to: **Check Recipient’s Name**

**University or Institution Department**

**Any other needed address information**

**123 Street Address**

**City, State, zipcode**

Reimbursement Expenses:

**NOTE1: Each person may receive up to $1,500 for 1 workshop. If attended 2 workshops or volunteered to drive, the amount increases up to $2,000. Two workshops AND driver = $2,500. You are encouraged to use NPDN funds to cover any overages.**

**NOTE2: Calculate meals using per diem rate for Bowie, MD or use your institution’s required rates.**

**See guidelines and “per diem examples” on the NPDN-PPCDL Workshop webpage. These are very helpful!**

**Erase blue text from your letter, these are just reminders for you as you complete the template.**

Airfare: (Name of airline) $xxx.xx

Rental Car: (Name of provider) $xxx.xx

Fuel for Rental Car: (Business name) $xxx.xx

Lodging: (Name of hotel and location) $xxx.xx

Mileage: (\_\_\_) miles @ **$0.665**/mile $xxx.xx

Meals: Per diem $xxx.xx

Parking: (Description (e.g. airport parking) $xxx.xx

Tolls: (Description/explanation) $xxx.xx

Baggage fees: (Name of airline) $xxx.xx

Other fees: (Description) $xxx.xx

**Total $xxx.xx**