

***Claim Form for Expenses***  
**Numerical Intensive Economic Policy Analysis**  
**May 7-8, 2004**

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

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Expenses**

	<b>Cdn. \$</b>	<b>U.S. \$</b>
Travel (plane, train, car, etc.):	\$ _____	\$ _____
Accommodation:	\$ _____	\$ _____
Taxis:	\$ _____	\$ _____
Food (excluding meals provided at the conference):	\$ _____	\$ _____
Other (please specify):	\$ _____	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>

\*Please note that U.S. addresses will be reimbursed in U.S. dollars unless otherwise requested.

**Claimant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note:** Queen's University pays 36 cents per kilometer for those who drive. Meal allowances are: \$10.00 for breakfast, \$13.00 for lunch and \$22 for dinner. If submitting an air fare ticket, please include the invoice from the travel agent, or fax for electronic tickets, as well as the boarding passes. **Please send original receipts.**

For reimbursement, send your original receipts to: Mrs. Sharon Sullivan  
John Deutsch Institute  
Dunning Hall, Room 216C  
Kingston, Ontario K7L 3N6

If you have any questions, please contact Sharon Sullivan at (613) 533-2294,  
e-mail: [sullivas@qed.econ.queensu.ca](mailto:sullivas@qed.econ.queensu.ca)