

## Reimbursement Process

If you are an invited speaker or received a Travel Award, follow these steps to process your reimbursement:

- Save your airplane ticket, hotel, transportation, and registration fee receipts showing proof of payment. Also save itemized meal receipts (showing each ordered item, not just the credit card slip).
- Scan and send these receipts to [am\\_accnt@colorado.edu](mailto:am_accnt@colorado.edu) . In this email, include your full name, the address where you want us to send your check, and whether or not you are a US citizen or green card holder.
- Sign and return by email the documents that we will send you.
- We will send you a check for your expenses, with the maximum amount being that detailed in your Travel Award email (this doesn't apply to invited speakers). If you are a local student, you will not be reimbursed for lodging or transportation costs.