

SIGGRAPH 2013 Courses Presenter Expense Report

Payee Name:

Course Number and Title:

Address One:

Address Two:

City, State, Postal Code, Country

Email:

Telephone:

		Travel Dates:					
Acct	Expenses						TOTALS
	Air,rail						
	Taxi						
	Hotel						
	Auto Mileage						
	Airport Parking						
220-5810	Subtotal						
220-5810	Total Personal Expenses						
TOTAL DUE:							

ORIGINAL RECEIPTS REQUIRED FOR ALL EXPENSES

Note: Reimbursable expenses not to exceed \$500 for North American presenters, or \$850 for non-North American presenters.

Mileage: from, to, and distance traveled at 55.5 cents per mile (as of January 1, 2012)

EXPLANATION OF EXPENSES:

Signed: _____

Date: _____

Approved: _____

Date: _____

Send to: SIGGRAPH 2013 Conference Administration
 Talley Management Group, Inc.
 19 Mantua Road
 Mt Royal, NJ 08061 USA