NSF Travel Support

Reimbursement Instruction

Reimbursement will follow the following two steps:

1. Please scan your receipts (air ticket and registration receipt) and send them to

uwejinya@uark.edu

1. Provide a **correct mailing address** so that the check can be mailed to you. Please provide a phone number if possible.

Mailing Address:

Phone:

Wire Transfer is another option for receiving the reimbursement. But check will be preferred since wire transfer will incur some cost. If you definitely cannot accept check and have to use wire transfer, you need **email** me the information in the following Wire Transfer Information form and **mail** me the original receipts to the above address. You are responsible for the wire transfer cost.

### Wire Transfer Information Form

|  |  |
| --- | --- |
| Bank Name |  |
| Bank Address  |  |
| Account Name |  |
| Account number |  |
| IBAN (mostly European banks) |  |
| SWIFT BIC |  |
| ABA Routing number (US banks, must be 9 digits) |  |
| Special Instructions (include intermediary banks if applicable) |  |

## Contact

If you have any questions about the reimbursement procedure, please contact:

Travel Award Chair: Dr. Wejinya at uwejinya@uark.edu