

Participating Institutions Conference Award Terms and Conditions

Reporting and Reimbursement

Participating Institutions are responsible for making individual payments. After a conference has taken place, an invoice (a letter in the form of an invoice is acceptable) should be provided.

Please indicate the type of expenses, i.e., participant-related expenses (travel, meals, lodging), reception, duplicating costs, supplies, etc., with amounts. Please also include a copy (or website link) of the program announcement, schedule, and a list of speakers and participants with the invoice. Please submit receipts (or backup documentation) for the expenses along with the invoice. Payments are typically made 30 days from receipt of the invoice.

Allowable expenses include participant expenses (i.e., meals, airfare, and lodging). Other conference-related expenses, such as receptions, room rentals, audio visual, duplicating, and mailing are also allowable. Salaries, fringe benefits, consultant fees, honorarium, indirect costs, and alcoholic beverages are not allowable costs.

Contact mathtravel@umn.edu (<mailto:mathtravel@umn.edu>) with any questions regarding the billing process.

Acknowledgment

Please acknowledge the IMA's support in your promotional materials (printed or posted on the web):

"This conference is supported in part by the Institute for Mathematics and its Applications (IMA) through its Participating Institution (PI) Program. PI members may use IMA/PI funds to support personnel's travel to this conference."