

## Western Number Theory Conference -Fort Collins 2008

The National Security Agency has awarded The West Coast Number Theory Conference a grant of approximately \$8,400 to be distributed to students, post docs, unemployed mathematicians and junior faculty (untenured assistant professors) who otherwise have no or only partial support to attend this conference. The NSA money is restricted to US citizens. However, the Number Theory Foundation is giving some money for similar support for students who are not US citizens. If you feel you qualify for reimbursement of your expenses, please prepare and mail:

- the forms described below, including the *Mathematics post-travel form*;
- your original receipts;
- A letter of support from your mathematical supervisor (department head, graduate student advisor, work supervisor) specifically stating that you have no support from your school or company (or that you have support but it is only so many dollars.) If you are a US citizen, also have it specifically verify this. The unemployed will not need this letter.

to

Jeff Achter  
Department of Mathematics  
Colorado State University  
Fort Collins, CO 80523-1874

You will find here:

- WNTC08 request for funding;
- CSU's *Mathematics post-travel form*; a version you can type on is available at <http://www.math.colostate.edu/~achter/wntc/mpt.pdf>
- A *Travel signature delegation* form, requested by CSU to expedite your reimbursement;
- A description of CSU's requirements for receipt documentation.

Additionally:

- Non-US citizens are requested to fill out the form available at <https://wsprod.colostate.edu/cwis12/international/personalinfo.cfm>

Questions may be directed to to [j.achter@colostate.edu](mailto:j.achter@colostate.edu). All requests for funding should be submitted by January 31, 2009, so that we can disburse funds as swiftly as possible.

## WNTC08 Request for Funding

1. Name \_\_\_\_\_
2. Email address \_\_\_\_\_  
*in case questions arise*
3. Position or academic rank \_\_\_\_\_  
*e.g., student, post-doc, asst prof, unemployed*
4. Institution \_\_\_\_\_  
*leave blank if currently unaffiliated*
5. Citizenship \_\_\_\_\_
6. Expenses:

Travel	_____
Lodging	_____
Meals	_____
Registration	_____
Other	_____
Total	_____

*Under travel include only that which is to and from the conference. If you are claiming mileage, just write the number of miles in the explanation blank and we'll fill in the amount when we know the rate.*

Signature/date \_\_\_\_\_

TV# Acct# Dept # 1874
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**POST-TRAVEL - DEPARTMENT OF MATHEMATICS**

This form should be filled out AFTER you travel

**Traveler Information** (a separate form is required for each traveler and each destination)

Traveler:	Destination:
Mailing Address:	Dates of Travel
City/State/Zip:	Email:
US Citizen/Permanent Resident: <input type="radio"/> Yes <input type="radio"/> No	Non-Citizen: Type of Visa you are traveling on:
Non Employees: Social Security Number:	
CSU Host:	Host email:

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**Please reimburse me for:**

Airfare: \$	Ground Transportation: \$
Rental Car/Fuel \$	Registration: \$
Hotel: \$	Per Diem: \$
Mileage: @.39/mile) \$	Tolls: \$
Parking: \$	Total: \$

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I would like these expenses reallocated to the following accounts:

Account #	Amount or Percentage
1.	
2.	
3.	

\_\_\_\_\_  
Department Chair Approval/Date

\_\_\_\_\_  
Signature of Traveler/ Date

~~~~~PLEASE NOTE~~~~~

An Itemized receipt, detailing the expenditure, is required for any expense to be reimbursed.  
Alcoholic beverage CANNOT be reimbursed

# Colorado State University

## Department of Mathematics

Travel Voucher Signature Delegation (for a visitor delegating their signature authority to their travel document preparer). A Signature Delegation form must be obtained each fiscal year. A copy of this form must be attached to each and every Post-Trip Voucher the traveler is unable to physically sign.

**VISITOR NAME:** \_\_\_\_\_

Attached are my original receipts for processing a travel voucher. As a visitor, I am providing a physical signature when submitting my receipts, and I delegate Sheri Hofeling to provide my signature on the Post-trip travel voucher.

I certify the statements herein are true and just in all respects; that payment of the amounts claimed has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on State business and that no claims are included for expense of a personal or political nature or for any other expense not authorized by the State of Colorado Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed.

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Visitor's Signature

Date

# Reimbursement Guidelines

FOR U.S. CITIZENS: The following is a list of items needed to process any traveler's reimbursement at Colorado State University if the guest is a U.S. citizen:

- Full name
- Social Security number
- Email address
- Phone number
- Mailing address
- Itinerary (not the airline ticket), but the itinerary from your travel agency.
- All original receipts (lodging, gas, etc...)
- Statement of reason for the trip; please include the beginning and ending dates of your trip

FOR FOREIGN VISITORS: There are additional requirements and restrictions. The University requires the following documentation for all foreign visitors for whom CSU is NOT the primary sponsor.

- All of above plus
- Complete the worksheet online at <https://wsprod.colostate.edu/cwis12/international/personalinfo.cfm>
- Copy of your passport and I-94.
- Copy of your visa (traveling visa/working visa) if not a U.S citizen/permanent resident.
- Letter of approval from the sponsoring university (where you are actually visiting for the long term) stating that you had approval to speak at the seminar (or whatever your reason is for visiting CSU).
- A copy of the sponsor's form (the form issued by the sponsor to assist you in getting your visa):
  - For the J-1 visa                      form DS2019
  - For the F-1 visa                      form I-20
  - For the H-1B visa                    form I-797A.

PLEASE NOTE: Receiving income of any kind is strictly regulated based on which visa you have.

- F-1    cannot receive honoraria, cannot be self-employed
- J-1    can receive honoraria with approval of Sponsor Universities Responsible Officer
  
- H-1B   cannot receive direct payment. Your sponsor university must bill CSU and we pay the sponsor university, who then pays you.

If there are any questions, please contact Sheri Hofeling at [hofeling@math.colostate.edu](mailto:hofeling@math.colostate.edu) or at 970-491-7047.

Submit these necessary items to:                      Sheri Hofeling  
                                                                                 Department of Mathematics  
                                                                                 110 Weber  
                                                                                 1874 Campus Delivery  
                                                                                 Fort Collins, CO 80523-1874