



THE JAMES FRANCK INSTITUTE

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Name: _____

Date: _____

Address: _____ City/State/Zip _____

Date	Expense Description (Economy Airfare/Hotel/ Rail - Round trip, taxis bus, train, Mileage, Rental Car & Gasoline for rental car)	Amount (\$ US Dollars)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
		Total \$

Signature: _____ Date: _____

Please list all of your expenses on the worksheet. You may send the receipts via first class mail along with the worksheet or you may submit the worksheet and receipts by email in pdf format to bthomas@uchicago.edu. If you have any questions you may also contact me at (773) 702-7156.