

## PAYMENT AUTHORIZATION – US PRESENTER

If you are eligible to be reimbursed for travel expenses, please fill out your name and address below and email a scan of your receipts and this form by no later than **Friday, November 19**. We will NOT be able to reimburse you if we receive receipts after this date.

Email form & receipts to: [brittany.franzi@culinary.edu](mailto:brittany.franzi@culinary.edu)

Please draw a check payable to:

**NAME (please clearly note the name of the person or company the reimbursement check should be made out to):**

**ADDRESS (please clearly note the address to mail the reimbursement check to):**

In the amount of:     \$ \_\_\_\_\_

Charge to account number: 2731 – 6608 (FOR INTERNAL USE ONLY)

Flight: \_\_\_\_\_ Max: \$400

Rental Car: \_\_\_\_\_ Max: \$200

Purpose of payment:

**2021 Worlds of Flavor Conference, November 3-5, 2021** PRESENTER TRAVEL EXPENSE  
REIMBURSEMENT based on maximum amounts outlined in invitation letter (please attached supporting receipts)

**DELIVER TO:**     Please mail to the address above