**Travel Reimbursement**

If you are a North Dakota resident traveling from North Dakota to attend this conference, the North Dakota Humanities Council and the Northern Plains Ethics Institute have collaborated to reimburse your travel to this workshop.

**Instructions for reimbursement**

To seek reimbursement:

1. Save your hotel receipt. You can be reimbursed the cost of your one-night hotel stay and taxes, up to $83.00.
2. You will need to fill out a w-9 form from NDSU’s accounting website: http://www.irs.gov/pub/irs-pdf/fw9.pdf
3. You will need to fill out the bottom of this form.
4. Mail this form, original hotel receipt, if applicable, and the completed W-9 to:

**Address:**

Jack Jackson

Department of History, Philosophy, and Religious Studies

PO Box 6050 Dept. 2340

Fargo ND 58108-6050

**Full Name:**

**Mailing Address:**

**E-mail:**

**Phone number:**

**Round trip travel to Fargo from:**

**Requesting reimbursement for:**

\_\_\_\_\_Travel mileage \_\_\_\_\_Hotel (receipt attached) \_\_\_\_\_Both

\_\_\_\_\_I’ve attached my completed W-9 form