2020 RETREAT REIMBURSEMENT FORM\*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SSN:** **Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address (for reimbursement to be sent to):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_\_\_ **Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF EXPENSE AMOUNT

|  |  |
| --- | --- |
|  | **$**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL IN  WORDS: TOTAL: | **$** |

 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill in the above information, complete the W-9 form and attach your original receipts. *Please do not use staples* *or fold reimbursement form and receipts; tape loose receipts to a sheet of paper.* Mail forms\* and receipts to: **Starr Cancer Consortium – Eileen Giorgio**

**Memorial Sloan Kettering Cancer Center**

**1275 York Avenue**

**Zuckerman Z-2104 (646-888-3774)**

**New York, NY 10065**

\*Reimbursement requests should be submitted by May 12, 2020

\*MSK employees should email this form (scc@mskcc.org) and follow the regular MSK guidelines for reimbursement via eCommerce System, use Corp: 01MSK; Center: 98680; Fund: 52040; Act.: 00402

*Note:* Expenses for economy airfare, train fare, and reasonable ground transportation will be reimbursed.

Per the IRS guidelines (https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019), mileage is reimbursed at 58 cents per mile. For mileage reimbursement please submit a print out from Google Maps (or similar site) with your start and end point. Address for CSHL is: One Bungtown Road Cold Spring Harbor, NY 11724.

Please contact scc@mskcc.org with any questions.