

## **CSRO Reimbursement Form Instructions:**

The meeting organizers are pleased to offer you reimbursement for reasonable, covered expenses, with receipts, totaling up to \$1,250 to support your travel and accommodations. Reasonable transportation includes round-trip coach class airfare booked 30 days in advance of the conference and ground transportation expenses, such as public transit or cab fare from the airport to the InterContinental San Francisco. Reasonable lodging includes overnight reservations for one or two nights at the InterContinental San Francisco booked at the CSRO discounted block rate. Please note the maximum amount of reimbursement for covered expenses is \$1,250.

Please complete the printed form or download an electronic form from [www.CSRO.info](http://www.CSRO.info).

Please mail completed form and receipts to Dr. Gregory Schimizzi at 1710 S. 17th Street, Wilmington, NC 28401

You may also email completed form and scanned receipts to Dr. Gregory Schimizzi at [gfschimizzi@gmail.com](mailto:gfschimizzi@gmail.com) and CC Marianne Heroux at [mariannefh@gmail.com](mailto:mariannefh@gmail.com).

If you have any questions, please contact Barbara Arango at [Barbara@wjweiser.com](mailto:Barbara@wjweiser.com) or 847-264-5969.