ENVIRONMENTAL LAW INSTITUTE
Woods Hole Course
Participant Expense and Travel Reimbursement Report

Participant:
(name) *(organization)*

Make check out to: _____

Mailing address for check: _____
(number) *(street)* *(apt/suite)*

_____
(address line 2)

_____
(city) *(state)* *(postal code)* *(country if not US)*

	This column to be completed by: Participant	**This column to be completed by: ELI**
Expenses Categories (*attach all receipts or other documentation)*	**Total Expenses (Actual)**	**Contract & Job:** **Cost Element:** **GL Account:**
Airfare or Train Fare		
Other Travel *(taxi, parking, baggage, tolls, etc.)*		
Mileage:_____miles @65.5 cents/mile *(attach map showing route & miles)*		
Lodging & Meals		
Other (identify):		
Total Reimbursable Expenses		

Participant Signature: _____
Date:_____

To be completed by ELI:

Project Manager: _____ **Date:**_____

Grants & Contracts Manager: _____ **Date:** _____

Send with copies of Receipts and Documentation to:
[redacted]

Revised November 2023

Environmental Law Institute, 1730 M Street NW, Suite 700, Washington, DC 20036
[redacted]