



2469 Corrales Road  
 Building C  
 Corrales, NM 87048  
 Phone: 505-792-1110  
 Fax: 505-792 1111  
[www.Ideum.com](http://www.Ideum.com)

Purpose of Trip: HCI + ISE Conference  
 June 11 to 14, 2013

Name: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 email: \_\_\_\_\_

Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note: Please attach receipts for all expenses.**

Item	Monday 6/10	Tuesday 6/11	Wednesday 6/12	Thursday 6/13	Friday 6/14	Total
Airfare, including baggage fee (\$600 maximum)						
Transportation costs to/from airport						
Automobile mileage @\$0.565/mile						
Parking						
Other (approved in advance)						

Total Due to Traveler: \_\_\_\_\_

**Please submit your completed form and receipts (scanned receipts are acceptable)**

within 15 days of travel to: Ideum, Inc.  
 Attn: Rita Sanchez  
 2469 Corrales Road  
 Building C  
 Corrales, NM 87048  
[rita@ideum.com](mailto:rita@ideum.com)  
 Fax: 1-505-792-1111

This is to certify that I attended the HCI + ISE Conference hosted by Ideum, Inc. on June 11 to 14, 2013.  
 I understand I will be reimbursed for travel costs as outlined by Ideum for allowable expenses and  
 reimbursement for airfare, transportation, and incidentals as applicable.

\_\_\_\_\_  
 Signature

**FOR IDEUM USE ONLY:**

Approved by: \_\_\_\_\_ Account: \_\_\_\_\_