



EACH participant must complete the following form.
Please complete the information, save a copy, and return as an attachment to bluter@nd.edu by FEBRUARY 17, 2023.

Name: _____

School/Parish: _____

Diocese: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email address: _____

TRAVEL:

- I understand that I will be responsible for making my own flight reservations and that I will be reimbursed up to \$200 to defray the cost of my travel (airfare or mileage). Reimbursement will be processed after the symposium has been completed and travel has taken place. Please make sure to retain a receipt showing travel dates, ticket number, and proof of payment to submit for reimbursement.

Please note: if you make travel arrangements then decide you are unable to attend the symposium, we will be unable to reimburse any expenses you may have incurred.

LODGING:

- I wish to reserve residence hall housing for my stay during the symposium. I understand that this space will be provided to me at no charge. Please keep in mind that residence hall accommodations provide limited amenities. Bed linens, pillows, and towels are provided; toiletries are not. Bathrooms are communal facilities down the hall from your room. Most rooms are air-conditioned, but thermostats are pre-set by the university at 75°F and are not able to be adjusted.
- I will make my own hotel reservations and understand that I will be reimbursed at the rate of \$65 per night. (Please see the Informational PDF for a booking link if you wish to reserve a room in the Morris Inn or the Embassy Suites.) Please make sure to retain a receipt showing proof of payment to submit for reimbursement after the week has concluded.

Please note: if you have requested a dorm room, then seek other lodging after your arrival, you will NOT be reimbursed for your hotel costs.

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bluter@nd.edu by FEBRUARY 17, 2023.