University of Miami
Hurricane Wilma
Airline Expense Reimbursement Form

Students who will need to change their airline flights due to changes in the exam schedule for the fall semester will be reimbursed for any penalties or fees assessed by the airlines for the ticket change. The reimbursement will be in the form of a credit to the students' account for the spring semester.

Consideration for reimbursement of airline flight rescheduling fees will be finalized once the following information is received. Please note that all requested information must be received before any travel reimbursement process is finalized. Once completed the following documentation must be returned to the office of Student Account Services located in Room 158 in the Ashe Building:

1. Hurricane Travel Change Form (noted below).
2. Copy of airline ticket noting "To" and "From" destinations with dates and noted changes.
3. Credit card or airline issued receipts noting any cancellation or change fees for this student.

This information may also be mailed directly to Student Account Services at the address noted below:

University of Miami
Office of Student Account Services
1252 Memorial Drive, #158 Ashe Building
Coral Gables, FL 33146
Attention: Christopher J. Perez

If you have any questions related to this process you may contact Chris Perez at (305) 284-3937 or e-mail at cjperez@miami.edu.

Student Name: _____ **Student C#:** _____
Print

Airline / Carrier: _____

Original Date of Departure from Miami: _____

Rescheduled Date of Departure from Miami: _____

Rescheduling Fee Charged by Carrier**: _____

Student's Signature: _____