VISITOR REQUEST FOR TRAVEL REIMBURSEMENT

Please attach all receipts for airfare (economy only)/rail and ground transportation. Receipts must be itemized and show proof of payment (i.e., if paid by credit card the receipt should show the last 4 digits of the credit card).

BUSINESS PURPOSE OF TRIP: 13th Annual GE Conference – April 28-29, 2017

DOCUMENTS REQUIRED FOR VISA HOLDERS:

- **All visa holders must complete the W-8BEN IRS tax form.**
- **In addition, if you hold a B1, B2, WB or WT visa you must also complete Section 1 of the IIF Form.**

REIMBURSEMENT REQUEST DEADLINE – Friday, May 19th

Name: _____
Guest, Traveler or Individual Requesting Reimbursement

Citizenship: _____ Immigration Status: _____

Date(s) of Travel: _____

Airfare (economy)/Rail $ _____

Ground Transportation $_____

MAIL CHECK TO:

Home Address: _____ Telephone Number:_____
Street Address **Unit. #**

_____
City **State** **Zip Code**

If different than home address:

_____
Street Address **Unit. #**

_____
City **State** **Zip Code**

Form updated 3/28/2017