

# Cowles Foundation for Research in Economics

## Visitor Request for Reimbursement

Name \_\_\_\_\_

Address to Receive Payment:

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Permanent Home Address (if different):

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Telephone \_\_\_\_\_

Email \_\_\_\_\_

US citizen/permanent resident ("green card")?

If No, country of citizenship and visa status:

**Yes**

**No**

(i.e.: B-1, B-2, WB, WT, F-1, G4, J-1, H1-B, O1)

Dates and Purpose of Travel: \_\_\_\_\_

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**TRAVEL EXPENSES INCURRED (Meals not included):** All documents must be dated, itemized and indicate proof of payment (such as a receipt showing last 4 digits of credit card, cash or check payment, or a credit card statement). Please note if currency used for payment was not US Dollars.

Travel (Air/Rail) Please include complete itinerary	\$
Ground Transportation (taxi, limo, tolls, parking, etc.)	\$
Car Rental	\$
Auto Mileage _____ miles @ \$ 0.575 per mile (1/1/20) Please provide Google Maps/MapQuest showing route and mileage	\$
Lodging	\$

Visitors who **are not** US Citizens or Permanent Residents will need to complete, sign and submit Sections 1, 2a, 2b and 6 of the **International Information Form (IIF)**, and **W-8BEN Form** with their travel reimbursement request.

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**PAYMENT OF HONORARIUM** \$ \_\_\_\_\_

Visitors who **are** US Citizens or Permanent Residents are required to complete and submit a **W-9 tax form** in order to receive payment of honorarium. Visitors who **are not** US Citizens or Permanent Residents are required to complete and submit a **8233 tax form**.