

# 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).

**REIMBURSEMENT REQUEST DEADLINE – Friday, May 18<sup>th</sup>**

**BUSINESS PURPOSE OF TRIP: 14th Annual GE Conference – April 27-28, 2018**

Name: \_\_\_\_\_ email: \_\_\_\_\_  
Guest, Traveler or Individual Requesting Reimbursement

Home Address:

\_\_\_\_\_  
Street Address Unit. #

\_\_\_\_\_  
City State/Country Zip Code

Mail check to (if different from home address):

\_\_\_\_\_  
Street Address Unit. #

\_\_\_\_\_  
City State/Country Zip Code

## CITIZENSHIP

Select one and follow instructions

U.S. Citizen \_\_\_\_\_ Permanent Resident \_\_\_\_\_

- **Must complete the [W-9](#) IRS tax form.**

Non-U.S. citizen \_\_\_\_\_

Country of citizenship: \_\_\_\_\_ Visa Status: \_\_\_\_\_  
Select a country from dropdown list (i.e., B-1, B-2, WB, WT, F-1, G4, J-1, H1-B, O1)

- **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 complete Section 1 of the [International Information Form \(IIF\)](#).**

## TRAVEL EXPENSES

Please check if another currency used

Airfare (economy) \$\_\_\_\_\_ Rail \$\_\_\_\_\_ Taxi \$\_\_\_\_\_ Limo \$\_\_\_\_\_

Car Rental + Gas for rental \$\_\_\_\_\_ Toll Roads \$\_\_\_\_\_ Parking \$\_\_\_\_\_

Auto Mileage: \_\_\_\_\_ miles @ \$.545 per mile = \$\_\_\_\_\_ Other Travel Expense \$\_\_\_\_\_

(Please provide Google Maps/MapQuest showing route and mileage) (food not reimbursed)

For admin use: 1.1 \_\_\_\_\_ 1.2 \_\_\_\_\_