

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, November 23rd

BUSINESS PURPOSE OF TRIP: A Birthday Celebration for Peter Philips – October 19-20, 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 Sections 1, 2a, 2b, and 6 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 _____