

# 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).

*If ground transportation provided by Hy's Limo the total amount will be deducted from \$1,500 reimbursement.*

**REIMBURSEMENT REQUEST DEADLINE – Friday, November 23rd**

**BUSINESS PURPOSE OF TRIP: A Celebration for Peter Phillips – 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: \_\_\_\_\_  
(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 indicate currency if other than U.S. dollars

Airfare (economy) \$ \_\_\_\_\_ Rail \$ \_\_\_\_\_ Taxi \$ \_\_\_\_\_ Limo \$ \_\_\_\_\_  
Car Rental + Gas for rental \$ \_\_\_\_\_ Toll Roads \$ \_\_\_\_\_ Parking \$ \_\_\_\_\_  
Auto Mileage: \_\_\_\_\_ miles @ \$.54.5 per mile = \$ \_\_\_\_\_  
(Please provide Google Maps/MapQuest showing route and mileage)

Type equation here. For admin use \_\_\_\_\_