

Reimbursement Request

Professor who invited visitor: _____, eMail: _____

Did you take your visitor out for a meal? Yes, No. _____, Date: _____

Honorarium (optional!): _____, Honorarium Funding: _____

(If we have a tax treaty with the visitor's country, IRS form 8233 is required. Please fill out no more than boxes 1-9b of Part I, and sign part III. Please DO NOT check box 10. Original 8233 form must be submitted for payment. NOTE: H-1B Visa Holders cannot receive Honoraria.)

Reimbursement Funding: _____

Visitor Information

Visitor Name: _____, Visitor's eMail: _____

Visitor's Institution: _____

Visitor's Home Address: _____

Dates visiting UW _____



Spoke to Which Group: _____

Name of Conference or Math Area: _____

Title of Talk: _____

Citizenship Country: _____ Social Security #: _____, Visa Type: _____

Important: If your visitor is traveling on a J-1 issued by another institution, you must have a letter of authorization from that institution!

(NOTE: International visitors MUST get a copy of their I-94 WHILE THEY ARE STILL IN THE U.S. Once they leave the country, the I-94 is GONE and CAN NOT BE RETRIEVED!!!)

What time did you leave home? _____

Estimated Arrival back home? _____

Transportation: \$ _____ Mode (car/plane/etc.) _____

You have to provide a proof of payment & an itinerary with Airline Travel! Which proof of payment do you provide? Credit Card Statement, or Invoice, or Bank Statement?

For Rental Cars, you must have an **itemized receipt!**



NOTE: optional insurances *other than* Collision (CDW) or Theft Insurance (LDW) are **not** reimbursable expenses!

Parking Expenses: \$ _____

Traveled by private vehicle? _____ no. of miles: _____ @.325\$/mile = \$ _____

Taxi/Limo: \$ _____, (receipt required for any fare over \$25!) Lodging: \$ _____

Indicate *how many* of each of the following you had:

Breakfast(s): _____ ×\$8 = \$ _____, Lunch(es): _____ ×\$9 = \$ _____, Dinner(s): _____ ×\$17 = \$ _____

For non-US Citizens: Please include a copy of your visa (depending on your visa type or other documentation like IAP-66 or I-20 or I-797), passport and I-94 form used when visiting.

[Click Here to check & print](#)