THE FOLLOWING INFORMATION MUST BE PROVIDED WITHIN 21 DAYS IN ORDER TO RECEIVE REIMBURSEMENT FOR TRAVEL EXPENSES

PLEASE PRINT or TYPE (All fields must be completed)

 Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U.C. Employee: Yes\_\_\_\_ No\_\_\_\_\_ Visa Type\_\_\_\_\_\_\_\_\_

U.S. Citizen: Yes\_\_\_\_ No\_\_\_\_\_ Country of Citizenship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Colloquium/Seminar and Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle License Plate Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mileage (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_miles

 Vehicle Liability Insurance: Yes\_\_\_\_ No\_\_\_\_\_

 Date & Time Left Home:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time Returned Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Air Fare (*original receipt required*): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel (*original receipt required*): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking (*original receipt required*): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Car (*original receipt required*): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Expenses (please describe) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals & Incidentals- ($71 maximum allowed per day. Recommended guidelines: $12.00 for breakfast; $19.00 for lunch; $27.00 for dinner; $14.00 for incidentals)

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*NOTE: Travel: Non-Citizens** must hold either the B-1, F-1, J-1 or WB visa for reimbursement.

**Honorarium payments to Non-U.S. Citizens**: Must have a Social Security Number or Individual Tax Identification Number (ITNN) and hold a F-1, or J-1 visa. Must complete the following forms.

1. 8233
2. Certification of Foreign Status for Federal Tax Withholding
3. Certification of Academic Activity