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**GUEST & SPEAKER REIMBURSEMENT FORM**

*TO AVOID DELAYS, PLEASE PROVIDE THE FOLLOWING INFORMATION AND SEND TO THE ABOVE ADDRESS:*

**TRAVEL EXPENSES:** List all your expenses below and attach the **original receipts** for transportation, hotel, taxis and meals.

**HONORARIUM IN LIEU OF TRAVEL EXPENSES:** If receipts are not available, payment will be made as an honorarium. Withholding tax is applied to a non-resident alien unless a tax treaty exemption (Form 8233) is attached.

For both cases, SSN or TIN is required. Please fill-out the W-9 form. For **non-resident alien**, a copy of the **I-94 and a passport** are also required.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**HOME ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SOCIAL SECURITY NO.:** \_\_\_\_\_ **VISA TYPE:** \_\_\_\_\_

**EVENT:** (Please circle one) **COLLOQUIUM** **OPEN HOUSE** **OTHERS** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

**EXPENSES:**

Transportation	
Hotel	
Meals	
Other	
Other	
<b>Total Expenses:</b>	

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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