
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: _____

HOME ADDRESS: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

SOCIAL SECURITY NO.: _____ VISA TYPE: _____

EVENT: (Please circle one) COLLOQUIUM OPEN HOUSE OTHER _____ DATE OF EVENT: _____

EXPENSES:

Transportation	
Hotel	
Meals	
Other	
Other	
Total Expenses:	

SIGNATURE: _____ DATE: _____
