

# Request for Travel Expense Reimbursement

Visitor to Yale University Mathematics Department

Name of traveler: \_\_\_\_\_  
*Individual Requesting Reimbursement*

Taxpayer ID: \_\_\_\_\_  
*Social Security Number, EIN or ITIN*

Country of Citizenship or Permanent Residence: \_\_\_\_\_ Visa Status \_\_\_\_\_

**Please note: If Non-US. Citizen or Permanent Resident, the following documentation is required:**

- Copy of U.S. Passport and Visa identification pages (and, if applicable, the I20 or IAP-66/DS-2019)W8BEN
- Copy of I-94 – created online upon entry in US - **MUST be printed and carried while in US**
- Completed International Information Form (IIF) per visa type.

**Payee:** *I certify that these expenses were actual and reasonable and incurred for official business of Yale University and that no portion of this claim was provided free of charge, previously reimbursed from any other source, or will be paid from any other resource in the future. Should any portion of this reimbursement be found non-compliant with Yale University policy, I will reimburse the University within thirty (30) days of being notified.*

**Signature of Requester:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Traveler or Individual Requesting Reimbursement*

**CONTACT AND ADDRESS INFORMATION:**

Home Address: (required) \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
*Street Address Unit. #*

\_\_\_\_\_ *City State Zip Code Country*

Mail check to: (if different than home address):

\_\_\_\_\_ *Street Address Unit. #*

\_\_\_\_\_ *City State Zip Code*

Email address: \_\_\_\_\_

**Please complete side 2: Details on Travel Expenses Incurred**

**NOTE: attach original receipts**

*Administrative notes: Initiator's netid: \_\_\_\_\_ Charge to \_\_\_\_\_ Approved amount \_\_\_\_\_*

*Authorizer's approval \_\_\_\_\_*

**Please note: All reimbursements are subject to approval from the host before processing.**

**Travel Reimbursement:**

**Destination / Institution Visited: Yale University**

**Business Purpose:** \_\_\_\_\_  
*Please note: for business purpose: who,what,when,where,why*

**Date(s) of Travel:** \_\_\_\_\_

**Details on Travel Expenses Incurred: (attach original receipts)**

Conference Fees & Registration \$ \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Train/Rail \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

**Ground Transportation:**

Taxi \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Shuttle \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Car rental \$ \_\_\_\_\_ Gas for rental car \$ \_\_\_\_\_

Other ground transportation \$ \_\_\_\_\_

Personal car mileage **(from/to locations)** \_\_\_\_\_  
*57.5 cents per mile effective 1/1 /2020*

Other travel expenses (itemize): \$ \_\_\_\_\_

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

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

**Non-Travel Portion:**

**Business Purpose Explanation:** \_\_\_\_\_  
*Please note for business purpose: who,what,when,where,why*

Title of Seminar or Colloquium **(attach announcement):** \_\_\_\_\_

Honorarium\*\*\*: \$ \_\_\_\_\_

**DOCUMENTS NEEDED FOR NON-US CITIZENS:**

If Non-US. Citizen/Permanent Resident, the correct documentation must be supplied:

Please attach the following:

- Copy of U.S. Passport and Visa identification pages (and, if applicable, the I20 or IAP-66 /DS-2019for F-1 or J-1 visa types I-797 for H-1B))
- Copy of I-94 - *Record is created online; no document is created on the spot. It proves you are in the US legally.*
- Completed and signed International Information Form (IIF) and W-8 BEN

**PLEASE NOTE:**

- We **MUST** have a copy of the I-94 to issue any payments to non-US citizens. The I-94 can be found at <https://i94.cbp.dhs.gov/I94/#/recent-search> Please keep it on you with your passport at all times.
- University policy states that travelers are expected to submit reimbursement request with required supporting documentation within 10 business days of incurring the expense or returning from the trip.

*Please let us know if you have come in on any other visa type, IE: WB, WT B-1 or B-2*