UCONN
DEPARTMENT OF PHYSICS

TRAVEL REIMBURSEMENT

Coversheet – VISITORS

TRAVELER NAME: TODAY'S DATE:

ARRIVAL DATE: DEPARTURE DATE:

DATE OF SEMINAR/COLLOQUIA:

NAME OF SEMINAR/COLLOQUIA:

PHYSICS HOST:

EMAIL ADDESS: TELEPHONE #:

RESIDENTIAL ADDRESS:

EXPENSES BEING CLAIMED FOR REIMBURSEMENT

AIRFARE: RENTAL CAR:

FUEL: TOLL RECEIPTS:

FERRY: LODGING:

MILEAGE: _____*MILES @ $0.575/mi = $* PARKING:

MEAL RECIEPTS: PER DIEM: _____ *EA @ $51 = $*

TAXI'S: OTHER:

TOTAL EXPENSES:

REQUIRED DOCUMENTATION

The following documentation is required for all travel reimbursements.

☐ **NEW VENDOR FORM,** http://accountspayable.uconn.edu/wp-content/uploads/sites/1161/2015/05/Vendor-Forms_wACHW9-05-2015-Finalv3.pdf

**Only page 1 is required; the W-9 (unless you're receiving an honorarium) and the ACH Direct Deposit are optional.*

☐ **ALL ORIGINAL RECEIPTS.**

*Receipts **MUST be original, itemized, and show PROOF OF PAYMENT.** e.g. A "zeroed-out" balance, shows charge to credit card on receipt.*

FOREIGN NATIONALS

☐ **PERMANENT RESIDENTS:** *copy of permanent resident card (both sides).*

☐ **NON RESIDENT ALIENS:** *copy of passport, visa and I-94.*

☐ **AIRFARE ONLY: BOARDING PASSES & RECEIPT**

*If traveled by air, must include **original boarding passes** AND email receipt **showing charge to credit card.***

☐ **MILEAGE ONLY: GOOGLE DIRECTIONS**

If personal car was used, a print-out of Google Directions to reimburse mileage.

- *DEPARTURE ADDRESS*
- *ARRIVAL ADDRESS*

FOREIGN TRAVEL

The following documentation is required for foreign travel only.

☐ **COPY OF EXCHANGE RATE FROM XE.COM**

This will be used to calculate your reimbursement for any receipts in foreign currency.
Directory: http://www.travel.uconn.edu/ → Tools → Currency Converter → XE Travel Expense Calculator (http://www.xe.com/travel-expenses-calculator/)

INFORMATION BELOW IS ONLY REQUIRED IF YOU ARE RECEIVING AN HONORARIUM

ARE YOU CURRENTLY BEING PAID BY ANOTHER UCONN DEPARTMENT? _____

IF YES, PROVIDE KFS CODING: _____

HONORARIUM AMOUNT: _____

TOTAL REIMBURSEMENT, INCLUDING HONORARIUM: _____

U.S. CITIZENS

The following documentation is required of U.S. citizens in order to process an honorarium.

☐ **Form W-9**, http://accountspayable.uconn.edu/wp-content/uploads/sites/1161/2015/05/Vendor-Forms_wACHW9-05-2015-Finalv3.pdf

FOREIGN NATIONALS

The following documentation is required of Foreign Nationals in order to process an honorarium.

PERMANENT RESIDENCE HOLDER

☐ **Form W-9**, http://accountspayable.uconn.edu/wp-content/uploads/sites/1161/2015/05/Vendor-Forms_wACHW9-05-2015-Finalv3.pdf

NON RESIDENT ALIEN

☐ **FORM W8-BEN**, https://www.irs.gov/pub/irs-pdf/fw8ben.pdf

☐ **J1 VISITORS: COPY OF I-20 CARD AND MEMO FROM SPONSORING UNIVERSITY**