

UW Mathematics Reimbursement Form for Non-UW Travelers

Please complete and return this form (with receipts) to Mike Munz (munz@math.washington.edu).

Traveler Name: _____

Are you a U.S. CITIZEN or PERMANENT RESIDENT? Yes No

If no, AND you crossed the U.S. border, list your visa status here & **attach forms listed on page 2**: _____

Email address: _____

Physical address to mail _____

your reimbursement check: _____

City AND Country in which you work: _____

Time & date left home: _____ Time & date arrived home: _____

Travel Destination (if different from Seattle): _____

Did your travel involve any personal time before/after your time at UW? If so, list and see notes on page 2.

***** EXPENSES *****

Original receipts are required for ANY amount of airfare, Amtrak train fare, all foreign currency transactions, and for any single USD charges in excess of \$75.

Airfare or Amtrak train (**receipt required**): _____

(receipt must indicate paid amount, and itinerary details including travel class)

Lodging (itemized receipt required): _____

Other Ground Transportation: _____

Miscellaneous Expenses (original receipts required for items \$75 and over): List each item separately.

NOTES ON PERSONAL TRAVEL:

- If your travel involved any personal time before or after your time at UW (example: flying to/from a different city than your home, arriving a week early to vacation in Seattle, etc.), you cannot be reimbursed for any expenses related to this personal time.
- If taking personal time, you must submit, along with your purchased airfare receipt, **a printout of comparison airfare showing what the cost would have been if you had only flown directly from home to the conference and back, with no additional personal time taken.** In the event the comparison airfare is lower, we will be only able to reimburse up to the amount of the comparison.
- PLEASE RECORD DETAILS OF ANY PERSONAL TIME BELOW:

VISA DOCUMENTS REQUIRED FOR NON-U.S. CITIZENS:

If you crossed the U.S. border during your trip to Seattle, the following documents MUST be sent with your receipts:

- | | | |
|--------------------------|-----------------|--|
| For F-1 (student) visas: | SEND COPIES OF→ | Passport photo page, and I-20 form. |
| For J-1 visas: | SEND COPIES OF→ | Passport photo page, and DS-2019 form. |
| All other visa types: | SEND COPIES OF→ | Passport photo page. |

****If you did not enter or leave the U.S. during your travel, visa documents are not required.***