

TRAVEL REIMBURSEMENT INSTRUCTION & INFORMATION

Forms (Please write legibly). Provide all information, incomplete forms will delay the reimbursement.

1) Reimbursement Request Form

Page 1, please fill out: Legal Name (used on your driver's license or passport), Departure City, Destination City/Cities, Date and Time of Departure (the time you leave your house), Date of Return (time you arrived back to your final destination/home), Email address. Please print name, sign and date Page 1. Page 2, leave blank. Page 3, provide information that you think is related to the travel.

2) OSUW9. This form is forwarded to OSU Accounts Payable in order to add you as a Payee in the Accounting System. For Non-Resident Aliens, please give an address in your home country. Please give us a copy of the Picture page of your passport, U.S. visa page and any supporting documents.

Additional forms (applies to Non-U.S. citizens) WT or B-2 visas

3) W8BEN (for Non-U.S. citizens). Permanent residents do not have to fill this out.

4) B & W Visa Compliance. Holders of WT (visa waiver, Tourist) or B-2 (visa for tourist) are required to fill out this form.

5) Wire Transfer: Available to holder of the following visa only, WB, WT, B1, B2.

Required Receipts:

6) Airfare. Please send receipt showing the proof of payment or document showing your CC has been billed and itinerary showing travel information.

7) Drove personal car 54.0 cents per mile or lowest comparable airfare. Please send googlemap or mapquest showing (from-to) address where trip started to your OSU destination/hotel address. In addition, attach airfare cost comparison, how much the air ticket would have been (this is required by OSU). The cheaper of the two will be the basis for reimbursement. You can either request for mileage \$.54/mile or gasoline reimbursement (send your receipts). Please list the name(s) of your passenger(s) who also attended the conference on page 3 of reimbursement worksheet.

8) Rental Car, please contact us prior to renting. OSU also requires airfare cost comparison (see #7). Please send original car rental and gasoline receipts. Enterprise & National Car Rentals are the OSU preferred; if you did not use either one, please explain the reason(s) on page 3 of reimbursement worksheet. Please list the name(s) of your passenger(s) who also attended the conference on page 3 of reimbursement worksheet.

9) Other receipts, originals are required: taxi, parking, etc.

REMINDER: All Non-US citizens, refer to #2 please send a copy of the picture page of your Passport and the page with the U.S. visa, stamped entry or other related documents showing legal entry in the U.S.

Attaching a summary of expenses in a separate sheet is very helpful and is encouraged.

Please send completed forms and receipts to:

Marilyn Radcliff, OSU, Mathematics Department

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