**Inmas Event**

**Reimbursement Request Form**

**University of Illinois at Urbana-Champaign**

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERMANENT HOME ADDRESS**:

**ADDRESS TO MAIL CHECK**: (if different than Home Address):

**Date Trip Started:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Trip Ended:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would you like to request auto mileage reimbursement? 🞏 YES 🞏 NO**

**If yes, from where?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Passengers Names 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please mark the appropriate US entry status (If U of I employee, please skip this step):**

**🞏 US CITIZEN** **🞏 Permanent Resident VISA TYPE**: \_\_\_\_\_

No other documents needed A copy of your Green Card is required See next page for required documents

 (front and back)

**\*\* NOTE: Reimbursements cannot be processed until all required documentation is received \*\***

**Reimbursement Form Checklist**

**(To be included with your reimbursement request)**

**Receipts**

All receipts must include proof of payment. For airfare include a receipt showing the itinerary and the airline, the cost of the airfare and proof of payment (i.e. “charged to Mastercard/Visa XXXXXX1234”). For hotels, submit an itemized receipt showing check in/check out dates, daily rate, and a "0" balance and proof of payment.

Boarding passes are not required.

If you cannot provide a receipt showing proof of purchase, you must include a credit card statement (with non-relevant information blacked out) showing that you made the purchase.

**I have included the following receipts:**

**🞏** Airfare Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🞏** Lodging Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🞏** Taxi/Shuttle Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🞏** Train Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🞏** Rental Car Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🞏** Credit Card Statement (if applicable)

**🞏** Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Visa Information (US Citizens, Permanent Residents and U of I Employees may skip this section.)**

**I have an ESTA. I have included:**

**🞏** Copy of my passport including the photo identification page and passport number

**🞏** Copy of my ESTA

**🞏** Copy of all US Entry Stamps that are in my passport

**I have a \_\_\_\_\_\_\_\_ visa. I have included (check applicable boxes):**

**🞏** Copy of my passport including the photo identification page and passport number

**🞏** Copy of my Entry Visa and/or all Entry Stamps that are in my passport

**In addition:**

**For B2 and WT\***: **🞏** Foreign National Compliance Statement

**For H1B:** **🞏** Copy of I-797 form

**🞏** Authorization Letter from Sponsoring Institution\*

**For F1 or F2: 🞏** Copy of the I-20 form, copies of all pages, including the back page

 **🞏** If CPT or OPT, a copy of my Employment Authorization Document (EAD)

**For J1: 🞏** Copy of DS 2019 form, copies of all pages, including the back page

**🞏** Authorization Letter from Sponsoring Institution\*

\*Email annbyers@illinois.edu for sample letter.

You may mail your reimbursement form and supporting documentation to

 Attn: Business Office

 University of Illinois at Urbana-Champaign

 Mathematics Department

 263 Altgeld Hall

 1409 W. Green St.

 Urbana, IL 61801

or email annbyers@illinois.edu