

## **TRAVEL REIMBURSEMENT INSTRUCTION & INFORMATION**

**Please return all documents and receipts *within 30 days or less after the conference.***

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

**FORMS #1 & #2 is required from all and probably #6 depending on the transportation used.**

**1) Reimbursement Request Form**

Please use Legal Name, fill out everything except for the Expense part, please sign and date the form.

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, a copy of the Picture page of your passport, U.S. visa page and any supporting documents.

**Additional (applies to Non-U.S. citizens only)**

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).

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

6) **Travel Comparison Form:** Required for all people that drove (either personal car or rental car) or has a side trip (did not return to departure city or returned at a later date). Supporting docs should have a date prior to the trip or when you decided that you are going to drive.

**Required Receipts:**

**Airfare.** Itinerary showing payment, if it does not show, please send copy of CC Statement showing the charge.

**Drove personal car** 54.5 cents per mile. Attach completed #6 form. Please supply required documents listed on the Travel Comparison Form. If you have passengers who also attended the conference, list the names on the Comments section of the #6 form. The lowest of the comparison will be reimbursed.

**Rental Car** original car rental receipt with proof of payment and gasoline receipts. Enterprise & National Car Rentals are the OSU preferred companies. Attach completed #6 form. If you have passengers who also attended the conference, list the names on the Comments section of the #6 form. The lowest of the comparison will be reimbursed. Please see required insurance for the rental car.

Damage Waiver or Collision Damage Waiver or Loss Damage Waiver (DW/CDW/LDW) and liability insurance coverage are required. The university will not reimburse any other type of supplemental insurance.

**Other receipts, originals are required: taxi, parking, etc.**

**IMPORTANT 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 **original completed forms and receipts to:** Marilyn Radcliff, OSU, Mathematics Department 231 West 18<sup>th</sup> Avenue, Columbus, OH 43210, Phone: 614-292-3317, Email: Radcliff.2@osu.edu