

## **Travel Reimbursement**

If the workshop organizers have agreed to assist with your travel/and or lodging expenses, you must follow the procedures listed below. An envelope has been provided for your convenience in keeping track of your allowable expenses. We will not reimburse for meals and incidentals other than the meals that were provided to all participants during the work sessions. Travel expenses will be covered for up to \$500 per participant. These expenses include airline fare, transportation from the airport, and mileage and tolls for those driving. You must have original receipts for all claimed expenses.

For those driving the following mileage rates are in effect for the conference:

- \$0.485 per mile (Effective January 1, 2007) for the first 500 miles
- 0.240 per mile for 501-3000 miles
- Nothing for miles in excess of 3000

## **International Visitors**

Visitors to IU from locations outside the continental United States are considered nonresident aliens. Please note that there are special requirements for our international participants.

- The traveler must complete a W-8BEN form and Tax Cover Sheet for Short-Term Visitors
- The traveler must sign the attached *Payee Certification Document* (see appendix)
- Provide all the *original receipts* for the travel.
- If the traveler is a non-resident alien also attach a copy of the traveler's I-94 form and their passport identification page (visa).
- Indicate if the payment is to be made in foreign currency.

In order to reimburse a nonresident alien, or anyone who is not a U.S. Citizen, for travel expenses they are required to obtain special documentation prior to entering the U.S.

## **For Reimbursement of Travel Expenses**

In order to reimburse a nonresident alien for travel expenses, they must obtain a B-1 Visa (temporary visitor for business) or a J-1 Visa (exchange visitor) prior to entering the United States.

\*No other Visa types are accepted. A copy of the visitor's Passport Picture and I-94 are required to be submitted to the Cost and Tax Division of the Financial Management Support Department with their Reimbursement Request Form. If all requirements are met, a reimbursement check is mailed to the visitor in approximately one month.

\*Certain countries are under the Visa Waiver Pilot Program and, therefore, visitors from those countries are not required by the U.S. to obtain a Visa. Such visitors are required, however, to obtain a WB (Waived Business) notation on their I-94. They must check the I-94 notation at the time of their entry into the U.S. There can be no reimbursement of expenses for a person who enters as a WT (Waived Tourist) and, under the terms of this program, no possibility for changing or correcting the status.

\*Visitors from Canada who enter the U.S. are understood as B1 and are not issued I-94s unless they specifically request them. Canadians are allowed reimbursement of travel expenses only without an I-94.

*DISBURSEMENT VOUCHER PAYEE CERTIFICATION*

I hereby certify that the information relating to **FIS (TP) Document Number** \_\_\_\_\_ requesting payment for expenses is just and correct. I certify that all charges and/or reimbursements pertain to Indiana University business, that the amount is legally due after allowing all just credits and that no part of the same has previously been paid or will be paid by another source.

Amount of payment: \$ \_\_\_\_\_

\_\_\_\_\_  
Payee Signature (original signature required)      Date

\_\_\_\_\_  
Account Manager Signature