

Columbia University
Department of Physics

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GUEST AND SPEAKER REIMBURSEMENT FORM

TO AVOID DELAYS, PLEASE PROVIDE THE FOLLOWING INFORMATION AND SEND TO THE ABOVE ADDRESS:

TRAVEL EXPENSES: List all of your expenses below and attach **original receipts** for transportation, hotel, taxis, and meals. For airfares, U.S. air carrier tickets and flight numbers must be used.

HONORARIUM IN LIEU OF TRAVEL EXPENSES: If receipts are not available, payment will be made as an honorarium (for visa recipients, if allowable). Withholding tax is applied to non-resident aliens unless a tax treaty exemption (Form 8233) is attached.

In either case, SSN or TIN is required. Please fill-out the W-9 form. For non-resident aliens, copies of the I-94, visa, and passport are also required.

NAME: _____

HOME ADDRESS: _____

PHONE #: _____ FAX#: _____ EMAIL: _____

SOCIAL SECURITY NO.: _____ VISA TYPE: _____

EVENT: (Please circle one) COLLOQUIUM OTHER _____ DATE OF EVENT: _____

EXPENSES:

| | |
|----------------|--|
| Transportation | |
| Hotel | |
| Meals | |
| Other | |
| Other | |
| Total Expenses | |

SIGNATURE: _____ DATE: _____