

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 your expenses below and attach the **original receipts** for transportation, hotel, and taxis.

(Please note that Columbia University has a No Per Diem policy)

Please fill-out the W-9 form. SSN or TIN is required.

For non-resident alien, a copy of the I-94 and a passport are also required.

Withholding tax is applied to a non-resident alien unless a tax treaty exemption (Form 8233) is attached.

NAME: _____

HOME ADDRESS: _____

PHONE #: _____ FAX#: _____ EMAIL: _____

SOCIAL SECURITY NO.: _____ VISA TYPE: _____

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

EXPENSES:

Transportation	
Hotel	
Other	
Other	
Total Expenses	

SIGNATURE: _____ DATE: _____