

**Columbia University**  
**Department of Physics**

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**GUEST & 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, taxis and meals.

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

For both cases, SSN or TIN is required. Please fill-out the W-9 form. For **non-resident alien**, a copy of the **I-94** and a **passport** are also required.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

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HOME ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ VISA TYPE: \_\_\_\_\_

EVENT: (Please circle one) COLLOQUIUM OPEN HOUSE OTHERS \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

**EXPENSES:**

Transportation	
Hotel	
Meals	
Other	
Other	
Total Expenses:	

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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