



WISCONSIN UNIVERSITY OF WISCONSIN-MADISON

KI-NET Madison Hub

Funding: 144-485400-4-PRJ57FM

DEPARTMENT OF MATHEMATICS VISITOR TRAVEL REIMBURSEMENT REQUEST

Name of Traveler	Invited by: Professor (last 4 digits, ONLY)
	Social Security Number XXX-XX-_____
	Email
	Phone Number
Home/Mailing Address Street Address/City/State/ZIP/Country	

US Citizen, Permanent Resident Alien, Refugee or Asylee?
 Yes If Yes, and you are a US Citizen and not physically present at UW Madison, copy of your passport, driver's license or state/federal ID is required.
 Yes* If Yes, and you are a permanent resident, refugee or asylee a copy of Resident Alien card required.
 No* If No, list country(s) of residence: _____ Visa Type _____
 *See table on reverse for documentation required based on your visa category. A copy of the electronic I-94 valid during this visit is always required

Trip Information Include agenda, invitation to attend, conference brochure, etc.

Purpose of Trip	Departure Date
Destination(s)	Return Date

Travel Expenses Include original itemized receipts as indicated see reverse.

Date	Cost	Type of Expense & Additional Information

Were any Meals provided by the Host? If YES, indicate Date and Type of Meal.

Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner

Is the Host covering any Per Diem (Meals & Incidental Expenses) If YES, indicate Date and Type of Meal.

Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner	Date	Breakfast	Lunch	Dinner

Completed reimbursement requests must be received within 60 days of the last date of related travel.

Identification and Reimbursement Requirements

U.S Citizens who are not physically present at UW-Madison will need to provide their unexpired passport or state/federal government issue driver's license or identification card to your host before leaving your UW business location.

Non U.S. Citizen, before leaving your UW business location, provide your unexpired documents listed below under your current immigration status. Your I-94 and U.S. Homeland Security Entry Stamp that you provide needs to correspond to this visit and the entry dates should match. **To retrieve your most recent I-94 visit <https://i94.cbp.dhs.gov/I94/consent.html>**

NOTE: Your I-94 that corresponds to this visit is no longer available after exiting the U.S.A. from this travel. Reimbursements/payments cannot be processed without legible copies of these documents.

Permanent Resident Alien/Refugee/Asylee	E-3, H1-B, or O-1	J-1	F-1 & OPT	B-1/B-2 or WB/WT
Resident Alien Card (form I-551) - OR - "processed for I-551" stamp in passport	Visa Stamp Passport Electronic I-94 (or paper card) Form I-797 US Homeland Security Entry Stamp	Visa Stamp Passport Electronic I-94 (or paper card) Form DS-2019 US Homeland Security Entry Stamp	Visa Stamp Passport Electronic I-94 (or paper card) Form I-20 US Homeland Security Entry Stamp OPT - EAD CARD	Visa Stamp (if one was issued to you) Passport Electronic I-94 (or paper card) ESTA Authorization US Homeland Security Entry Stamp

Canadian Citizen if none of the above classifications apply to you, we will need photocopies of your passport, I-94, US Homeland Security Entry Stamp and driver's license.

Full UW Travel Policies: <https://uw.foxworldtravel.com/policies-and-procedures/> & <http://www.bussvc.wisc.edu/acct/policy/ppindex.html>

Receipt Requirements (Shortened) for a complete list visit here: <http://www.bussvc.wisc.edu/acct/policy/travel/receipt.html>

Visitors are responsible for providing original itemized receipts that include proof of payment to the hosting department as follows:

Any Expense Regardless of Amount	Expenses Over \$25
<ul style="list-style-type: none"> ❖ Airline, Train Tickets (requires itinerary, fare class, proof of payment and ticket number) ❖ Airline change/cancel fees (justification required, with UW business reason for change fee) ❖ Vehicle Rental Agreement/Receipts (original rental agreement and itemized receipt showing a zero-dollar balance due) ❖ Lodging Receipts/Folios (itemized receipt/folio, with dates of stay, daily rate, room type, # people, taxes and other fees, proof of payment with zero \$ balance) ❖ Rental car gas receipts – original (itemized receipt showing proof of payment, regardless of the amount) 	<ul style="list-style-type: none"> ❖ Airline baggage fees ❖ Parking ❖ Taxis, Shuttles, Car Services ❖ Bus/Subway ❖ Business Internet fees ❖ Tolls

Receipts need to be in your name (spouse, officially declared domestic partner, or parent may also be accepted). If original itemized receipts are paper receipts, you will need to mail them to the address at the bottom of this form. **DO NOT PAY EXPENSES FOR SOMEONE ELSE, WE CAN ONLY REIMBURSE THE TRAVELER! (Exception: hosted meals)**

Payments to Foreign Nationals

If receiving non-travel related payments from UW-Madison and you do not have a SSN (social security number) or ITIN (individual taxpayer identification number) it may be to your benefit to apply for an ITIN number while physically present at UW Madison. Please contact your travel assistant for information. Additional tax forms will be required. Please visit this link for more detail on allowable payments for your visa type: <http://www.bussvc.wisc.edu/acct/tax/foreign/acimntax.html>.

Questions

Email travel@math.wisc.edu

Return this form, ID documentation, and the original itemized receipts to:
 UW-Madison Math Dept.
 ATTN: Travel
 480 Lincoln Drive,
 Madison, WI 53706-1325

If all documentation and itemized receipts are electronic originally, please send all paperwork in one zip or pdf file to: travel@math.wisc.edu