

LaserChron Checklist

❖ US Citizens

- Completed reimbursement form**
- Itemized hotel receipt (not just credit card slip)**
- Airfare itinerary (airfare must be purchased by the participant; needs to include arrival and departure dates, total price)**
- Brief trip summary (must include dates of travel and dates working in the lab)**
- All other receipts must be itemized (not just the credit card slip)**

❖ J1 Visa

- Completed reimbursement form**
- Itemized hotel receipt (not just credit card slip)**
- Airfare itinerary (airfare must be purchased by the participant; needs to include arrival and departure dates, total price)**
- Brief trip summary (must include dates of travel and dates working in the lab)**
- All other receipts must be itemized (not just the credit card slip)**
- Photocopy of I-94 (front and back)**
- Photocopy of Visa**
- Photocopy of Passport**
- Photocopy of DS-2019**
- Photocopy of Social Security Number or Individual Tax Payer ID**
- Letter from participants school's Responsible Officer (Office is individual who has signed DS-2019 – letter must give participant prior approval to visit the LaserChron lab)**

❖ F1 Visa

- Invoice from participants University (F1 visas can not be reimbursed directly)**
 - **The invoice must not be for a total larger than \$200/day for each day worked in the lab. Must have a breakdown of the expenses, must have invoice #. If meal receipts are not being submitted, the invoice must say PER DIEM (\$29.50/day).**
- Itemized hotel receipt (not just credit card slip)**
- Airfare itinerary (airfare must be purchased by the participant; needs to include arrival and departure dates, total price)**
- Brief trip summary (must include dates of travel and dates working in the lab)**
- All other receipts must be itemized (not just the credit card slip)**
- Photocopy of I-94 (front and back)**
- Photocopy of Visa**
- Photocopy of Passport**
- Photocopy of Social Security Number or Individual Tax Payer ID**
- Photocopy of I-20**

Incomplete reimbursements will not be accepted by the Business Office and will be returned!