

UA GEOSCIENCES DEPARTMENT
REIMBURSEMENT INFORMATION

Instructions:

- 1) Please complete this sheet for an expense reimbursement claim. A check request form will be typed and submitted to University of Arizona Financial Services based on the information you provide below.
- 2) Original receipts are required - including airline ticket receipt and meal receipts. If you want a reimbursement, you must provide a receipt.

Name: _____

Social Security Number: _____

Home Address: _____

City, State, Zip Code: _____

Email Address: _____

U.S. Citizen: _____ yes or _____ no

If not a citizen, VISA type _____ * Country _____

*A copy of your VISA and I-94 are required. Foreign visitors may also be required to fill out two other forms: the "Academic Activities Statement" and form 8233. Other restrictions on reimbursements might also apply. See Heather Alvarez for these additional forms or if you have any questions.

Note: It is essential that any foreign visitor who will be visiting the University of Arizona and expecting any type of reimbursement be advised to obtain either the proper VISA that allows the visitor to receive payments or a waiver status of "WB." There are no exceptions. If a visitor arrives as a "WT," we have absolutely no way to reimburse that individual. Foreign visitors may obtain this information at the American Consulate in their country before traveling to the U.S.

Attach original receipts for all expenses for which you wish to be reimbursed.

Airfare: \$ _____ Flight From: _____ (city of departure)
To: _____ (city of destination)

Date/time of departure: _____ Date/time of return: _____

Lodging: \$ _____

Rental Vehicle: \$ _____

Fuel: \$ _____

Taxis/Shuttles: \$ _____

Meals: \$ _____

Other: \$ _____

Private vehicle mileage: \$ _____

If mailing form, please send to:

**Geosciences Department
Gould-Simpson, Rm 208
University of Arizona
Tucson, AZ 85721-0077**

Beginning odometer: _____

Ending odometer: _____

Total miles @44.5 cents/mile

Total expenses: \$ _____