

**GEAR Network Reimbursement Information Form
for the Dynamics on Moduli Spaces Workshop
at the Mathematical Sciences Research Institute (MSRI)
April 13, 2015 - April 17, 2015**

NAME: _____ **UIN** (U of I employees) or **SSN** (if applicable): _____

EMAIL ADDRESS: _____

PERMANENT HOME ADDRESS: (U of I employees may skip this section)

ADDRESS TO MAIL CHECK: (if different than Home Address) Please note that all reimbursements will be dispersed in the form of a check. The wire/ bank transfer option is not available.

COMMENTS: (list special arrangements or necessary information regarding your reimbursement)

Arrival Date: _____ **Time:** _____ **Departure Date:** _____ **Time:** _____

Where did your trip originate? (City, State/Country) _____

Would you like request auto mileage reimbursement? YES NO

If yes, from where to where? _____ **to** _____

Please mark the appropriate US entry status:

US CITIZEN

Permanent Resident

VISA TYPE: _____

No other documents needed

A copy of your Green Card is mandatory

See below for documents needed

REQUIRED DOCUMENTATION FOR ALL VISA HOLDERS:

Copy of Photo Identification and passport number **AND**

Copy of your Entry Visa and/or all US Entry Stamps that are in your passport

IN ADDITION, DEPENDING ON VISA TYPE: This is required even if you have an ESTA.

For B2 and WT: Foreign National Compliance Statement

For H1B: copy of I-797 form

For F1 or F2: copy of the I-20 form, copies of all pages, even the back page **AND, if CPT or OPT,** a copy of your Employment Authorization Document (EAD)

For J1: copy of DS 2019 form, copies of all pages, even the back page **AND** Authorization Letter from Sponsoring Institution

**** NOTE: Reimbursements cannot be processed until all required documentation is received ****

Please submit completed form(s) and all scanned or original receipts with this form.

Mail to: Adrienne Harris, Department of Mathematics, 257 Altgeld Hall, 1409 West Green Street, Urbana, IL 61801 OR email to workshop743.travel@gmail.com. Email is preferred.

Reimbursement Form Checklist (To be included with your reimbursement request)

Receipts

All receipts must include proof of payment. For airfare include a receipt showing the itinerary and the airline, the cost of the airfare and proof of payment (i.e. "charged to Mastercard/Visa XXXXXX1234"). For hotels, submit an itemized receipt showing check in/check out dates, daily rate, and a "0" balance and proof of payment.

Boarding passes are not required.

If you cannot provide a receipt showing proof of purchase, you must include a credit card statement (with non-relevant information blacked out) showing that you made the purchase.

I have included the following receipts:

- Airfare Amount: _____
(with itinerary)
- Taxi/Shuttle Amount: _____
- Train Amount: _____
- Rental Car Amount: _____
- Credit Card Statement (if applicable)
- Other _____

Note: You cannot be reimbursed for your airfare if the ticket includes non-dynamics workshop related destinations without proof of the cost of a direct flight.

Visa Information

All Visa Types

I have included:

- Copy of my passport including the photo identification page and passport number
- Copy of my Entry Visa and/or all Entry Stamps that are in your passport

I have an ESTA. I have included:

- Copy of my passport including the photo identification page and passport number
- Copy of my ESTA
- Copy of all US Entry Stamps that are in my passport

I have a _____ visa or ESTA. I have included (check applicable box):

- For B2 and WT:** Foreign National Compliance Statement
- For H1B:** copy of I-797 form
- For F1 or F2:** copy of the I-20 form, copies of all pages, even the back page **AND, if CPT or OPT,** a copy of your Employment Authorization Document (EAD)
- For J1:** copy of DS 2019 form, copies of all pages, even the back page **AND** Authorization Letter from Sponsoring Institution

You may mail your reimbursement form and supporting documentation to

Adrienne Harris
257 Altgeld Hall
1409 W. Green St.
Urbana, IL 61801

or email your forms and scanned receipts to workshop743.travel@gmail.com. Email is preferred.