

Yale Department of Economics

Postdoctoral Associate and Visitor Request for Reimbursement

Name _____

Address to Receive Payment:

Permanent Home Address (if different):

Telephone _____

Email _____

US citizen/permanent resident (“green card”)?

If No, country of citizenship and visa status:

Yes

No

- Must complete the [W-9](#) IRS tax form

_____ (i.e.: B-1, B-2, WB, WT, F-1, G4, J-1, H1-B, O1)

Dates and Purpose of Travel: _____

TRAVEL EXPENSES INCURRED: All documents must be dated, itemized and indicate proof of payment (such as a receipt showing last 4 digits of credit card, cash or check payment, or a credit card statement). Please note if currency used for payment was not US Dollars.

Travel (Air/Rail) Please include complete itinerary	\$
Ground Transportation (taxi, limo, tolls, parking, etc.)	\$
Car Rental	\$
2024 IRS Auto Mileage Rate: _____ miles @ \$0.67 per mile. Please provide screenshot showing route and mileage.	\$
Lodging	\$

Visitors who **are not** US Citizens or Permanent Residents will need to complete, sign and submit the **International Information Form (IIF)** and/or **W-8BEN Form** with their travel reimbursement request. For detailed requirements, please see: <https://economics.yale.edu/visiting-faculty-faq>

PAYMENT OF HONORARIUM

\$ _____

Visitors who **are** US Citizens or Permanent Residents are required to complete and submit a **W-9 tax form** in order to receive payment of honorarium. Visitors who **are not** US Citizens or Permanent Residents are required to complete and submit a **8233 tax form**.