

# Yale Department of Economics

## Student Visit Days Request for Reimbursement

Name \_\_\_\_\_

Address to Receive Payment:

Permanent Home Address (if different):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Dates and Purpose of Travel: \_\_\_\_\_

\*\*\*\*\*

### CITIZENSHIP

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, G-4, J-1, H1-B, O-1)

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 will need to complete, sign and submit an **International Information Form (IIF)** and a **W-8BEN Form** with their travel reimbursement request.

For detailed requirements, please see: <https://economics.yale.edu/visit-day-faq>

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**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 attach complete itinerary	\$
Ground Transportation (Taxi/Limo/Rideshare)	\$
Lodging	\$

**PAYMENT OF HONORARIUM**

\$ \_\_\_\_\_