

# Reimbursement Checklist For Visitors

## All Visitors

- Non-employee Expense Worksheet
- Receipts and proof of payment
  - Copy or tape to single sided 8.5x11" paper, OR
  - Scan to a single PDF document

## US Citizens / Permanent Residents

- Tax Form (W9)

## International Visitors

- Tax Form (W-8BEN)
- Copy of Passport ID page
- Visa stamp or most recent electronic I-94
  - For honoraria:
    - Statement for Non-Resident Alien Payments (required)
    - For tax treaty status, Form 8233 (optional)
  - J-1 visas require authorization letter from sponsor

Please review the Math Department's Reimbursement Guidelines prior to submission:

<http://www.math.columbia.edu/reimbursements>

-----  
Submit or send questions to: [reimbursements@math.columbia.edu](mailto:reimbursements@math.columbia.edu)

-- OR --

Drop off in person to room 509 Math