

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
- Authorization letter from sponsor (if required, based on visa status)
- For honoraria:
 - Statement for Non-Resident Alien Payments (required)
 - For tax treaty status, Form 8233 (optional)

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

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Drop off in person to room 509 Math