

# **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
  - Please ensure that every receipt or invoice indicates the payment method, such as "cash" or "Visa ending in -1234."

## **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
- Please ensure that every receipt or invoice indicates the payment method, such as "cash" or "Visa ending in -1234."
- For honoraria:
  - Statement for Non-Resident Alien Payments (required)
  - Authorization letter from sponsor (if required, based on visa status)
  - 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](mailto:reimbursements@math.columbia.edu)

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Drop off in person to room 509 Math