


Visitor Travel Reimbursement Form

 <p>Georgia Institute of Technology School of Mathematics Phone: 404-894-2700 Fax: 404-894-4409 Email: travel@math.gatech.edu</p>	<p>Mall completed forms and original receipts to: Georgia Tech School of Math Finance Office 686 Cherry St. Atlanta, GA 30332-0160</p>	<p style="text-align: center;">For Office Use</p> Hosting Professor: _____ Project #: _____								
<p>Personal Information (The check will be mailed to this address.)</p>										
Date: _____ Last Name: _____ First Name: _____ Mailing Address: _____ Apt: _____ City: _____ State: _____ Zip Code: _____ Country: _____ Email Address: _____ Phone Number: _____										
<p>Purpose of Visit</p>										
This benefits Georgia Tech by _____ Specify seminar, conference or professor _____										
<p>Visitor Travel Information</p>										
Arrival Date: _____ Departure Date: _____ Please list amounts to be reimbursed and provide detailed receipts indicating form of payment.										
Airline Ticket \$ _____ Bus/Train/Taxi/Shuttle \$ _____ Parking \$ _____ Other Expenses \$ _____	Hotel \$ _____ <input type="checkbox"/> <small>Direct billed to GT</small> *Honorarium \$ _____ <small>*Additional paperwork required for honorarium</small> Registration \$ _____									
_____ Placing an X here indicates that a visitor will be reimbursed meal expenses at the per diem rate of \$36.00/day for Atlanta. All other locations are reimbursed at the federal per diem rate less \$3.00 for incidentals. No receipts are needed.										
<p>Mileage Reimbursement</p>										
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">\$0.535/ mile =</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td style="text-align: center;"><small>Total # of Miles</small></td> <td></td> <td style="text-align: center;"><small>*rate changes often</small></td> <td style="text-align: center;"><small>Amount to be reimbursed</small></td> </tr> </table>			_____	X	\$0.535/ mile =	\$ _____	<small>Total # of Miles</small>		<small>*rate changes often</small>	<small>Amount to be reimbursed</small>
_____	X	\$0.535/ mile =	\$ _____							
<small>Total # of Miles</small>		<small>*rate changes often</small>	<small>Amount to be reimbursed</small>							
<p>Citizenship/Visa Status</p>										
<input type="checkbox"/> US Citizen <input type="checkbox"/> * Permanent Resident of US <small>*Copy of green card required</small> <input type="checkbox"/> ** Non-Resident Alien _____ Country of Residence _____ Visa Type <small>**Copy of Passport, I-94 card, and IRS W8BEN form are required</small>										
<p><i>I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years that the above statements are true and I have incurred the described expenses and the State use mileage as an official visitor of Georgia Institute of Technology and have not been reimbursed and have not filed nor will I file for reimbursement from any other source, for said expenses.</i></p>										
VISITOR'S SIGNATURE _____		DATE _____								