

Directions for Completing the Travel Expense Reimbursement Voucher

- A -Name
- Home Address
- Country of Citizenship

FOREIGN NATIONALS:

- Visa type (need a copy of Passport/picture page & Form I-94)
- Foreign address (below)

- B -Business purpose for trip
- The city, state & country you left from and the date
- The city, state & country you arrived at and the date you left

- C -Enter the amount of each item you are claiming reimbursement for and attach the **original itemized receipt(s)**. If the receipt doesn't show proof of payment, please provide (e.g. credit card statement).

SKIP D & E

- F -Signature (We can't reimburse you without this.)

NOTE:

If you are a foreign national, please attach a copy of your Passport and Form I-94 that shows the status stamp. Additional documentation may be required depending on your visa status.

If you have any questions regarding this reimbursement form, please contact Gayle Lippincott by email at gmd8@cornell.edu or Joy Jones at jaj5@cornell.edu.

FOREIGN ADDRESS:

Address 1: _____

Address 2: _____

City: _____

Zip: _____

Country: _____