

# Reimbursement Information Form

## GEAR Summer Retreat

Please PRINT clearly

NAME: \_\_\_\_\_

UIN/School ID#: (U of I employees: All Campuses): \_\_\_\_\_

PERMANENT HOME ADDRESS: (Required by the University for 1099 Tax Purposes) (U of I employees may skip this section)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADDRESS TO MAIL CHECK: (if different than Home Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: (in case there are questions regarding your reimbursements) \_\_\_\_\_

Comments: (list special arrangements or information regarding your reimbursement) \_\_\_\_\_

\_\_\_\_\_  
If you drove, mileage will be reimbursed at \$0.51 cents per mile. DO YOU CLAIM MILEAGE? \_\_\_\_\_

Dates/Times of Travel (start/end) \_\_\_\_\_ Total Days \_\_\_\_\_

Departure/Arrival Location (cite, state) \_\_\_\_\_

Location & Name of Conference GEAR Summer Retreat University of Illinois Urbana-Champaign \_\_\_\_\_

Please mark the appropriate status:

\_\_\_\_\_ **US CITIZEN**

No other documents needed

\_\_\_\_\_ **Permanent Resident**

A copy of your Green Card is mandatory

\_\_\_\_\_ **VISA TYPE:** \_\_\_\_\_

See below for additional documents

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### **FOR ALL VISA HOLDERS:**

**Required documentation for all VISA types and only for those holding Visas:**

\_\_\_\_\_ Copy of Photo Identification and passport number

\_\_\_\_\_ Entry Visa and/or all Entry Stamps that are in your passport

\_\_\_\_\_ I-94 card, copy of front and back, even if the back is blank

**THESE THREE SETS OF ITEMS ARE REQUIRED FOR  
ALL VISA HOLDERS.**

**In addition to the items listed above, the following is needed:**

For B2 or WT: Nonresident Alien Compliance Statement (see attached)

For H1B: copy of I-797 form

For F1 or F2: copy of the I-20 form, copies of all pages, even the back page

If CPT or OPT, must include copy of Employment Authorization Document (EAD)

For J1: copy of DS 2019 form, copies of all pages, even the back page

Authorization Letter from Sponsoring Institution, this is a mandatory document.

**\*\*NOTE:** Reimbursements can not be processed until all required documentation is received \*\*

Signature : \_\_\_\_\_

Please submit completed form(s) and all original receipts with this form.

Mail form and original receipts to: Rita Conerly  
Mathematics  
1409 West Green Street  
257 Altgeld Hall  
Urbana, IL 61801

If you have questions regarding this form or your reimbursement, please contact Rita Conerly at 217/244-0647 or [gear@math.uiuc.edu](mailto:gear@math.uiuc.edu).