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.