

Graduate Recruitment Travel Reimbursement Required Documentation

Please submit the following documentation with the Department Graduate Recruitment Travel Reimbursement Form:

- 1) Your complete travel itinerary
- 2) Airfare receipt (showing form of payment – example: Visaxxxx1234)
- 3) Bus/train receipts (if applicable)
- 4) Other receipts for expenses such as: baggage receipt, lodging, Ubers/Lyft, meals
- 5) Visitors who are driving to campus in personal vehicle should attach driving directions from Google Maps or MapQuest with exact mileage of their trip.
- 6) ALL receipts must be in your name. You cannot request reimbursement for other travelers (even if you paid for it).
- 7) COMPLETED Recruitment Travel Reimbursement Form – please write legibly.

International Visitors (including visitors from Canada and Mexico)

Please submit ALL the above listed items (#1-6) **PLUS** the following documents listed below.

- Copy of Passport ID Page
- Copy of **ALL** U.S. Visas (examples: J-1/F-1)
- Copy of **ALL** U.S. Entry Stamps
- Copy of the I-94 (printed from DHS website)

- F-1 Visa Holders – COPIES of **ALL** I-20's - all pages
- F-1 Visa with OPT – COPY of **ALL** I-20's (all pages) **AND** Copy of EAD Card

- J-1 Visa Holders – COPIES of **ALL** DS-2019's – all pages

If you are here with a B-1, B-2, WB or WT Visa you will need to also complete and turn in the Foreign National Compliance Form.

PLEASE NOTE:

Alcohol purchases are NOT reimbursable.

Reimbursement requests must be turned in NO LATER than April 1, 2025. Request turned in AFTER April 1, 2025 WILL NOT BE PROCESSED.