

# UGA SWAG/TAAAG Reimbursement Instructions

## General information about receipts for reimbursements

**flight receipts need to have the following information:**

- your name
- dates of travel/itinerary
- cost
- confirmation of payment (generally in the form of the last 4 digits of a credit card number)

it is not absolutely necessary that these are all contained in the same document. it is perfectly acceptable to print an itinerary separate from your payment receipt if necessary.

**UGA requires original copies of all physical receipts (single sided, please).**

**electronic receipts may be printed or emailed directly to:**

swag.taaag@gmail.com  
subject: SWAG/TAAAG

**First, print and fill out the form at:**

[http://www.busfin.uga.edu/forms/non\\_emp\\_payment.pdf](http://www.busfin.uga.edu/forms/non_emp_payment.pdf)

on this form, you should **only fill out the following fields:**

- (1) Your name,
- (2) Your address (where the check should be sent),
- (4) choose yes or no
- (5) no, you are not receiving a fee
- (6) choose yes or no
- (7) choose yes or no
- your signature near the bottom
- NOTHING ELSE! (leave all other fields blank)

UGA will need to have a copy of your original signature on file. therefore an original copy of this form should be sent by mail to the department. Please send this form, together with all original

receipts to:

Karen Fiorvante, RE: SWAG/TAAAG  
Department of Mathematics  
434B Boyd Graduate Research Center  
Athens, GA 30602-7403

## **Next, if you are a US citizens or permanent resident:**

### **fill out form on website:**

<https://vendors.uga.edu/UVDB-VP/home.seam>

some helpful details for filling out the online form:

- Business Type: Individual,
- Do you (individuals) or your company accept Purchase orders: No.
- click Next.
- Fill out First Name, Last Name, and SSN.
- Ignore the FEI/EIN and D/B/A Name fields.
- Fill out all required starred information
- click on Submit the Vendor Profile Form.

## **If you are not a US citizens or permanent resident:**

### **print and fill out the form at:**

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

fill out this form to the best of your ability. some additional information, if necessary, can be found at <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>

### **Other documents:**

you will also need to provide the following additional documents:

- a copy of the picture page from your passport
- a copy of your US VISA
- a copy of your I-94 form (if applicable)
- a copy of your ESTA receipt (if applicable)

Please send your filled in forms, the documents above, together with all original receipts to:

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