

Travel Reimbursement Instructions - Mathematical Billiards Workshop

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SCGP reimbursements <reimbursements@scgp.stonybrook.edu>

8 de novembre de 2023, a les 23:29

Cco: xavier.rivas@upc.edu

If you are receiving this message, you were offered travel reimbursement for the Mathematical Billiards workshop that you will be attending at the Simons Center next week.

Please review the instructions below to set yourself up as a vendor with the University's payment department.

**** If your institution paid for your travel expenses, your institution will need to be reimbursed directly.**

1. Complete a W9 (US Resident, Permanent Resident or Resident Alien), W8 (Non-US Citizen) or W8Ben-E (For reimbursement to an institution)

****Be sure to fill out all applicable fields and sign and date at the bottom of the form.**

On the W8, please be sure to enter your permanent (International Address) on line 3, and your US address on Line 4.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

OR

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

OR

<https://www.irs.gov/pub/irs-pdf/fw8bene.pdf>

2. Complete the Vendor Set Up Form

<https://www.stonybrook.edu/commcms/foundation/resources/usingaccount.php>

SELECT **"SBF NEW VENDOR SET UP FORM"** UNDER THE **"FORMS"** TAB

Select **"NON-EMPLOYEE REIMBURSEMENTS-VISITORS"** under "Type of Payment" on the bottom of the form

****ONCE BOTH OF THESE FORMS ARE COMPLETED, PLEASE EMAIL THEM DIRECTLY TO BARBARA**

at: SBF_Supplier_Request@stonybrookfoundation.org.

THESE ARE THE ONLY TWO FORMS THAT GO TO THIS EMAIL ADDRESS.

Click the link below for applicable reimbursement forms:

https://drive.google.com/drive/folders/1FJFSRZBEQPJWP_AtAzSMHtLyfr3ozzqY?usp=sharing

Select the proper folder according to your visa type. Once all documents have been completed, please scan them back to this email address along with your travel receipts.

1. Complete **only** the highlighted portions on the Travel form and input the name of the workshop you are attending under "Purpose of Travel" - you do not need to fill in the middle of the form.

All international expenses will be converted into USD based on the date of purchase.

2. Complete additional documents (if applicable) according to your visa type

3. If need be, please complete the Mileage form. You will be required to provide corresponding Google Maps directions as well. Reimbursement for mileage is currently .655/mile.

4. If you are requesting a wire transfer, please provide your bank information on the [Checklist & Bank Info Form](#). Note that there is a **\$15 fee for a domestic wire** and a **\$30 fee for an international wire**.

Reimbursements will be reviewed after your visit and may take between 12-14 weeks for processing.