

## Travel Reimbursement Checklist

**If you are a B VISA or VISA WAIVER (WT/WB), you will need:**

- ☒ **Travel Voucher Form** (*highlighted areas*)
- ☒ **W8-BEN Form** (*submitted separately to SBF*)
- ☒ **Certification of Academic Activity Form** (*highlighted areas*)
- ☒ **Copy of your Passport**
- ☐ **Copy of your Visa Entry Stamp**
- ☒ **Travel receipts** (must mention the form of payment)

If you drove, you will be reimbursed for mileage of a personal car at the NYS rate of \$0.625 (tolls can also be reimbursed with a receipt or EZ-pass statement, no gas receipts).

### **Check vs. Wire Transfer:**

Reimbursements may take up to two months from the date you submit all necessary forms, documents and receipts to be processed by the University. They will issue you a check (USD) unless you prefer a wire transfer. For wire transfers: the bank account must be in your name and there is a wire transfer fee, which will be deducted from your total reimbursement amount. *Please note: wire transfers reimbursements take the same amount of time to process as checks.* For wire transfers, please provide the following information:

#### **Domestic Accounts (\$15.00 USD fee):**

Bank Name:  
Bank Address:  
Account Number:  
Routing Number:

#### **International Accounts (\$30.00 USD fee):**

Bank Name: Caixa d'Enginyers  
Bank Address: Via Laietana, 39. 08003 Barcelona, Spain  
IBAN: ES66 3025 0018 9114 0002 1100  
SWIFT CODE: CDENESBBXXX  
*Intermediate bank name (if applicable):*

**Reimbursement Contact E-mail Information:** mwessler@scgp.stonybrook.edu