

Marlan Scully

From: Marlan Scully [scully@email.tamu.edu]
Sent: Friday, February 26, 2016 5:10 PM
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Cc: 'Marlan Scully'; 'Selina Garcia'; 'asvid@physics.tamu.edu'; 'patrick.philpot@tamu.edu'
Subject: Princeton Workshop April 14-16, 2016
Attachments: CFS.pdf; W8BEN.pdf; W8BENIns.pdf; W9Form.pdf; sponsorletter.doc; ReimbursementRequestLetter.docx

Hello Everyone,

If you are receiving this email, your name has been given to me by one of the conference organizers as someone who is attending the Princeton Workshop. **IF** Texas A&M University (TAMU) will be reimbursing any of your travel expenses, please know TAMU is a "State" agency and therefore we have to follow Texas State travel guidelines. In order to remain within these guidelines, the folks traveling from TAMU (including anyone whose travel may be paid off TAMU funds) will be staying at the:

Extended Stay America - Princeton - South Brunswick
4230 US Route 1
South Brunswick, NJ 08852
Phone: 732. 438.5010

and carpooling in rental cars back and forth from the conference. We have been approved one rental car per four reimbursements. Dr. Svidzinsky can help you with coordinating transportation with the rental cars. Since we are securing Texas rental cars discounted rental rates, the drivers will have to be TAMU employees. If you choose to make alternate arrangements, please know you may not receive full reimbursement of expenses.

If you are not being reimbursed off TAMU funds, but would like to stay at the Extended Stay America and carpool with the TAMU group, please let Dr. Svidzinsky know so we can ensure enough space is available in the rental cars.

Re: airfare, train tickets, or mileage reimbursements, please contact Mrs. Selina Garcia (selina.garcia@tamu.edu) in the IQSE business office BEFORE purchasing tickets to ensure maximal reimbursement following the workshop. In general, if distance traveled is such that flying was possible but alternate forms of transportation were used, you will need to provide a valid airfare quote (cheapest, norefundable, coach class ticket on a U.S. air carrier which include the date of quote and cost and itinerary for the flight (hand written is not accepted)) for comparison. Generally the cheaper of the two (flight versus "other form of transportation") will be reimbursed.

Please note, State accounts are not able to reimburse voluntary tips, alcohol, nor personal items (e.g., toothpaste, etc.). Also we can only reimburse 1 piece of luggage when flying unless PRIOR permission is obtained.

If TAMU is reimbursing any of your expenses, following the Workshop, please contact the IQSE business office (selina.garcia@tamu.edu) for instructions regarding what is needed for reimbursement purposes. If you are not a TAMU student nor TAMU employee, generally, you will need to submit a

- 1) **Everyone:** reimbursement request (draft letter attached), CV, all receipts**
- 2) **U.S. Citizens:** W-9 (attached)
- 3) **P.R.:** W-9 (attached) and copy of P.R. card
- 4) **Foreigner:** W-8BEN (attached), Certificate of Foreign Status (attached), copy of your travel visa, i-94 card/form, and passport with status of entry clearly visible. If you are not able to look up your i-94 card online, please give us permission to do so for you.
- 5) **On Visas (e.g., J1, H1B) not sponsored by TAMU:** If your visa was sponsored by an U.S. Institution other than TAMU, you need to also submit sponsor letters (draft attached).

**In general, keep all receipts, make sure receipts are itemized, in your name (where applicable), and show proof of payment. If sharing a hotel room, you will need to split the bill (please indicate you will need this when making reservations at Extended Stay) as you will need an itemized receipt in your name indicating the amount you paid for your half of the expense in order to get reimbursed. If a second person is staying with you (e.g., spouse) who is not a workshop participant, you will need documentation from the hotel that there was no additional charge for the second person in the room (e.g., written indication on receipt signed/dated by hotel staff at check out is sufficient).

If you are traveling on a visa to attend the workshop, the visa stamp needs to be a business visa (e.g., B-1 or W-B), or we will not be able to reimburse your travel expenses.

Wishing you an excellent conference.

Best regards,
Kim

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