

**Reimbursement Request Form**  
**Enumerative Geometry, Mirror Symmetry, and Physics**  
**University of Illinois at Urbana-Champaign**  
**July 17-21, 2017**

NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

UIN (if University of Illinois Employee): \_\_\_\_\_

I WAS A CONFERENCE...

SPEAKER

PARTICIPANT

PERMANENT HOME ADDRESS:

ADDRESS TO MAIL CHECK: (if different than Home Address):

COMMENTS: (List any special arrangements or necessary information regarding your reimbursement.)

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

If you arrived earlier than July 15, 2017 and/or stayed later than July 22, 2017, please explain why in the comments section above.

If the start and/or end of your trip was not at your home institution, please explain why.

Would you like to request auto mileage reimbursement?  YES  NO

If yes, from where? \_\_\_\_\_

Did you have passengers?  YES  NO

If yes, please list names below.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Did the University of Illinois purchase your lodging for you?  YES  NO

Did the University of Illinois purchase your airfare for you?  YES  NO

Please mark the appropriate US entry status (if U of I employee, please skip this step):

US CITIZEN

Permanent Resident

VISA TYPE: \_\_\_\_\_

No other documents needed A copy of your Green Card is required

See next page for required documents

**\*\* NOTE: Reimbursements cannot be processed until all required documentation is received \*\***

## Reimbursement Form Checklist (To be included with your reimbursement request)

### Receipts

All receipts must include proof of payment. For airfare include a receipt showing the itinerary and the airline, the cost of the airfare and proof of payment (i.e. "charged to Mastercard/Visa XXXXXX1234"). For hotels, submit an itemized receipt showing check in/check out dates, daily rate, and a "0" balance and proof of payment.

Boarding passes are not required.

If you cannot provide a receipt showing proof of purchase, you must include a credit card statement (with non-relevant information blacked out) showing that you made the purchase.

#### I have included the following receipts:

- Airfare                    Amount: \_\_\_\_\_
- Lodging                    Amount: \_\_\_\_\_
- Taxi/Shuttle              Amount: \_\_\_\_\_
- Train                      Amount: \_\_\_\_\_
- Rental Car                Amount: \_\_\_\_\_
- Credit Card Statement (if applicable)
- Other \_\_\_\_\_

### Visa Information (US Citizens, Permanent Residents and U of I Employees may skip this section.)

#### I have an ESTA. I have included:

- Copy of my passport including the photo identification page and passport number
- Copy of my ESTA
- Copy of all US Entry Stamps that are in my passport

#### I have a \_\_\_\_\_ visa. I have included (check applicable boxes):

- Copy of my passport including the photo identification page and passport number
- Copy of my Entry Visa and/or all Entry Stamps that are in my passport

#### In addition:

**For B2 and WT\*:**         Foreign National Compliance Statement

**For H1B:**                 Copy of I-797 form

Authorization Letter from Sponsoring Institution\*

**For F1 or F2:**         Copy of the I-20 form, copies of all pages, including the back page

If CPT or OPT, a copy of my Employment Authorization Document (EAD)

**For J1:**                 Copy of DS 2019 form, copies of all pages, including the back page

Authorization Letter from Sponsoring Institution\*

\*Email [reimburse@math.uiuc.edu](mailto:reimburse@math.uiuc.edu) for sample letter.

You may mail your reimbursement form and supporting documentation to  
Enumerative Theory Conference  
Attn: Business Office  
University of Illinois at Urbana-Champaign  
Mathematics Department  
273 Altgeld Hall  
1409 W. Green St.  
Urbana, IL 61801

or email [reimburse@math.uiuc.edu](mailto:reimburse@math.uiuc.edu). Email is preferred.