

GEAR Reimbursement Request Form

Check which program: Short-Term Summer REGS Exchange Grad Intern Conferences/Workshops
You will be reimbursed based on your award letter.

NAME: _____

UIN (U of I employees): _____

EMAIL ADDRESS: _____

PERMANENT HOME ADDRESS: (U of I employees may skip this section)

ADDRESS TO MAIL CHECK: (if different than Home Address) If you reside outside of the US, have a foreign bank account AND have a high probability of lost mail, you may request to receive your reimbursement via wire transfer by completing the form at <https://illinois.edu/fb/sec/9761472>.

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

Location & Name of Conference, Event, or Collaboration: _____

Destination Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

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

Would you like request auto mileage reimbursement? YES NO

If yes, from where to where? _____ to _____

Are you requesting per diem? YES NO

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

Did the University of Illinois purchase your lodging 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 ****

Please submit completed form(s) and all scanned or original receipts with this form.

Mail to: GEAR NETWORK, Mathematics, 273 Altgeld Hall, 1409 West Green Street, Urbana, IL 61801 OR
email to reimburse@math.uiuc.edu. Email is preferred. If you have any questions, please email
gear@math.uiuc.edu.

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 _____

VERY IMPORTANT NOTE: You cannot be reimbursed for your airfare if the ticket includes non-GEAR related destinations or if you purchased one-way tickets without proof of the cost of a roundtrip direct flight. This evidence must be gathered on the same day you purchase your flight and presented with your reimbursement request.

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 for sample letter.

***Please note you cannot be reimbursed for more than 9 days of activity on a B2 or WT visa.**

You may mail your reimbursement form and supporting documentation to

GEAR Network
273 Altgeld Hall
1409 W. Green
St. Urbana, IL
61801

or email reimburse@math.uiuc.edu. Email is preferred.