

# Center for Algorithms, Data, and Market Design at Yale (CADMY)

## Request for Reimbursement

Name \_\_\_\_\_

Address to Receive Payment:

Permanent Home Address (if different):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

If Neither, country of citizenship and visa status:

US Citizen                  Permanent  
Resident

\_\_\_\_\_  
**(i.e.: B-1, B-2, WB, WT, F-1, G4, J-1, H1-B, O1)**

Dates and Purpose of Travel: \_\_\_\_\_

\*\*\*\*\*

**TRAVEL EXPENSES INCURRED:** All documents must be dated, itemized and indicate proof of payment (such as a receipt showing last 4 digits of credit card, cash or check payment, or a credit card statement). Please note if currency used for payment was not US Dollars.

Travel (Air/Rail) Please include complete itinerary	\$
Ground Transportation (taxi, limo, tolls, parking, etc.)	\$
Car Rental	\$
Auto Mileage _____ miles @ \$.67 per mile Please provide Google Maps/MapQuest showing route and mileage	\$
Lodging	\$
Meals	\$
TOTAL	\$

Visitors who **are not** US Citizens or Permanent Residents will need to complete, sign and submit the following with their travel reimbursement request:

For all visa types, please complete **Form W-8BEN**. In addition, for B1, B2, ESTA waivers, WB or WT visas, please complete **Sections 1, 2a, 2b and 6 of the International Information Form (IIF)**.

US Permanent residents please complete **W-9** and provide copy of Green Card.

US Citizens, please complete **W-9**.

\*\*\*\*\*