

MIDWEST DYNAMICAL SYSTEMS SEMINAR
LIST OF ITEMS NEEDED FOR REIMBURSEMENT

U.S. CITIZENS AND PERMANENT RESIDENTS MUST COMPLETE THE FOLLOWING:

1. Disbursement Voucher Payee Certification
2. W-9 (Request for Taxpayer Identification)

THE FOLLOWING DOCUMENTATION MUST ALSO BE SUBMITTED:

1. Original receipts (expenses **cannot be reimbursed** without original receipts)

INTERNATIONAL VISITORS MUST COMPLETE THE FOLLOWING:

1. Disbursement Voucher Payee Certification
2. W-8 BEN (Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding)
#4 must be the address from your home country. If you do not list an address from your home country, the W-8BEN will be returned to you for correction.
3. Tax Cover Sheet

THE FOLLOWING DOCUMENTATION MUST ALSO BE SUBMITTED:

1. Copy of I-94 must be provided by all international visitors
2. F-1 Visitors must provide a copy of I-20
3. J-1 Visitors must provide a copy of DS-2019
4. If you are an international visitor from Canada and did not receive an I-94 Departure Card, please provide a copy of the stamp from your passport
5. If you travelled to the US on an ESTA waiver, please provide a copy of the stamp from your passport
6. Original receipts (expenses **cannot be reimbursed** without original receipts)

**REIMBURSEMENTS CANNOT BE PROCESSED WITHOUT THE
ABOVE REQUIRED DOCUMENTATION**