Grossman School of Business

Non Employee Reimbursement Form

Please provide us with the following information so that the University can reimburse you for your expenses during this visit. Expense Reimbursement is authorized in accordance with UVM’s [Travel Policy](http://www.uvm.edu/policies/travel/travel.pdf).

Are you a US Citizen or Permanent Resident Alien? Yes No

If No, regardless of dollar amount, you must attach an [Alien Information Collection Form](http://www.uvm.edu/policies/acct/aicf.pdf) and [W-8 BEN](https://www.irs.gov/pub/irs-pdf/fw8ben.pdf)

Name

Street Address

City, State, Zip

Phone Number Email

Purpose for Reimbursement

Miles (if travel is by private auto) . Personal vehicle mileage reimbursed at a rate of $0.535/mile.

Please include addresses for trip origin, destination, and any additional required stops.

List of Expenses

Total Expenses

Please submit all original itemized receipts (the receipt that shows what was purchased) to:

Jen O’Donnell

University of Vermont

Grossman School of Business

200 Kalkin Hall

55 Colchester Avenue

Burlington, VT 05405

Signature Date