Grossman School of Business

Reimbursement Form

Please provide us with the following information so that the University can reimburse you for your expenses during this visit.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Are you a U.S. 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 other required tax forms.** |  |

**Name**

**Home Address**

**Telephone Number**

**Social Security Number**

**Miles (if travel is by private auto)**

**Total Expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Mileage Rate:**

* **1/1/16: $0.54**
* **7/1/2015: $0.575**
* **7/1/2014: $0.56**

**Please attach original receipts (it must show what items were purchased), including the back stub of your airline ticket or electronic ticket printout and submit to:**

# Michelle Chapman

**University of Vermont**

**Grossman School of Business**

**200B Kalkin Hall**

**55 Colchester Avenue**

# Burlington, VT 05405

**Signature Date**