

TRAVEL REIMBURSEMENT REQUEST FOR NON EMPLOYEES
(Please attach original receipts)

Last Name: _____ First Name: _____

Mailing Address: _____ E-mail: _____

Please indicate your immigration status/Type of Visa: _____

J-1 visa holders must submit a Letter of Authorization.*

TRAVEL DETAILS

Destination To: _____ From: _____

Travel dates: _____

1) Airfare: \$ _____

You must attach a copy of the flight itinerary.

2) Rental Car: \$ _____ Gas for rental car or personal car: \$ _____

3) Taxi/Uber/Lyft: \$ _____

4) Bus: \$ _____

5) Train: \$ _____

6) Personal car (Mileage \$0.58/mile: one way _____ (miles), round trip _____ (miles)

You must attach a copy of the Google map directions showing the number of miles.

Traveler's signature: _____ UIC approval: _____ Account: _____

Special note to Foreign Nationals: After the visitor submits this form, we will contact the visitor to request additional information, if needed.

*** Per University policies, we must receive a letter of authorization from the sponsoring institution. This letter should be on Institution letterhead from the sponsor listed in Box 2 of their DS-2019. The letter must state that the individual is allowed to provide services and to receive reimbursement for the services provided from another institution other than the sponsoring institution. This letter must be signed by a College Dean, Assistant Dean, Department Head, Assistant Head, or a Responsible Alternative Officer from the International Office.**