

## DUKE MATHEMATICS VISITOR REIMBURSEMENT FORM

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
*Street City State Zip*

**Email:** \_\_\_\_\_

**US Citizen (yes/no):** \_\_\_\_\_ **If NO, attach a copy of your passport and read below.**

Expense	Notes	Amount
<b>Airfare or mileage*</b>		
<b>Taxi 1</b>		
<b>Taxi 2</b>		
<b>Meal 1</b>		
<b>Meal 2</b>		
<b>Meal 3</b>		
<b>Other</b>		
<b>Purpose of visit:</b>		<b>TOTAL:</b>
<b>Faculty (host):</b>		<b>Dates:</b>

**Scan and email the following documentation to:** [accounting-spec@math.duke.edu](mailto:accounting-spec@math.duke.edu)

- \* Reimbursement form
- \* Itemized receipts (provides details about purchase) scanned into one (1) pdf
- \* Passport and visa documentation, if applicable, scanned into one (1) pdf – separate from your receipts

**VISAS: Please see the list below as to what additional documentation we need**

- \* B1, WB: No additional documentation needed
- \* B2, WT: Declaration Form
- \* H1-B: I-797
- \* J-1: DS-2019
- \* TN: I-797 and Letter of Good Standing from your institution's VISA services
- \* F1: I-20 & Employment Identification Card or a letter of Good Standing from your institution's VISA services
- \* **Mileage:** Send a copy of the **Google Map** that shows your driving route.

Duke reimburses \$ .65.5/mile.