

UGA Reimbursement Instructions

General information about receipts for reimbursements

flight receipts need to have the following information:

- your name
- dates of travel/itinerary
- cost
- confirmation of payment (generally in the form of the last 4 digits of a credit card number)

it is not absolutely necessary that these are all contained in the same document. it is perfectly acceptable to print an itinerary separate from your payment receipt if necessary.

UGA requires original copies of all physical receipts (single sided, please).

electronic receipts may be printed or emailed directly to:

cbp@uga.edu
subject: AG Bootcamp

Reimbursements for US citizens and permanent residents

fill out form on website:

<https://vendors.uga.edu/UVDB-VP/home.seam>

some helpful details for filling out the online form:

- Business Type: Individual,
- Do you (individuals) or your company accept Purchase orders: No.
- click Next.
- Fill out First Name, Last Name, and SSN.
- Ignore the FEI/EIN and D/B/A Name fields.
- Fill out all required starred information
- click on Submit the Vendor Profile Form.

after filling out this form, next, print and fill out the form at:

<http://www.busfin.uga.edu/forms/f210.pdf>

on this form, you should **only fill out the following fields:**

- (2) Your name, and address where the reimbursement check should be sent
- (3b) choose either US citizen or permanent resident
- (8) your signature
- NOTHING ELSE! (leave VN number blank)

UGA will need to have a copy of your original signature on file. therefore an original copy of this form should be sent by mail to the department. Please send this form, together with all original receipts to:

Connie Poore, RE: AG Bootcamp
Department of Mathematics
454 Boyd Graduate Research Center
Athens, GA 30602-7403

Reimbursements for non-US citizens/permanent residents

print and fill out the form at:

http://www.busfin.uga.edu/forms/reimbursement_nra.pdf

on this form, you should **only fill out the following fields:**

- (payee) your name
- your social security number (if you have one, for example from prior US employment)
- your address, where the reimbursement check will be sent
- dates of incurred expense (the dates that you are attending the bootcamp)
- your signature
- NOTHING ELSE!

UGA will need to have a copy of your original signature on file. therefore an original copy of this form should be sent by mail to the department.

also print and fill out the form at:

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

fill out this form to the best of your ability. some additional information, if necessary, can be found at <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>

Other documents:

you will also need to provide the following additional documents:

- a copy of the picture page from your passport
- a copy of your US VISA
- a copy of your I-94 form (if applicable)
- a copy of your ESTA receipt (if applicable)

Please send your filled in forms, the documents above, together with all original receipts to:

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