

REIMBURSEMENT CHECKLIST FOR VISITORS

ALL VISITORS

- Non-employee Expense Worksheet
- Receipts and proof of payment
 - Copy or tape to single sided 8.5x11" paper, OR
 - Print each receipt to a single PDF file
 - Please ensure that every receipt or invoice indicates the payment method, such as "cash" or "Visa ending in -1234."

FOR HONORARIA

- Statement for Non-Resident Alien Payments (required)
- Authorization letter from sponsor (if required, based on visa status)
- For tax treaty status, Form 8233 (optional)

Please review the Math Department's Reimbursement Guidelines prior to submission:

<http://www.math.columbia.edu/reimbursements>

Submit or send questions to:

reimbursements@math.columbia.edu

-- OR --

Drop off in person to room 509 Math