

Reimbursement Guidelines

FOR U.S. CITIZENS/Permanent Residents: The following is a list of items needed to process any traveler's reimbursement at Colorado State University if the guest is a U.S. citizen/Permanent Resident:

- Full name
- Phone number
- Mailing address
- Email address
- Itinerary (not the airline ticket), but the itinerary from your travel agency showing payment has been made.
- All original receipts (lodging, gas, etc...) itemized and showing payment has been made.
- Statement of reason for the trip; please include the beginning and ending dates of your trip

FOR FOREIGN VISITORS: There are additional requirements and restrictions. The University requires the following documentation for all foreign visitors for whom CSU is NOT the primary sponsor.

- All of above plus
- Complete the worksheet online at <http://busfin.colostate.edu/ForeignNationalForm.aspx>
- Copy of your visa (traveling visa/working visa) if not a U.S citizen/permanent resident.
- Copy of your passport and I-94.
- A copy of the sponsor's form (the form issued by the sponsor to assist you in getting your visa):
- If you have a J-1 Visa you will also need a letter of approval from the sponsoring university (where you are actually visiting for the long term) stating that you had approval to speak at the seminar (or whatever your reason is for visiting CSU).

For the J-1 visa form DS2019

For the F-1 visa form I-20

For the H-1B visa form I-797A.

If there are any questions, please contact Sheri Hofeling at hofeling@math.colostate.edu or at 970-491-7047.

Submit these necessary items to: Sheri Hofeling
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