

**Department of Statistics
Visitor Reimbursement Request Form**

Name: Mr. Ms. _____

Permanent Home Address: _____

Home Phone #: _____ Email Address: _____

Business Name/ Address: _____

Business Phone#: _____ Fax#: _____

***** **PLEASE MAIL SUPPORTING DOCUMENTATION** *****

US Citizen Permanent Resident Visa Type: _____

*******This section MUST be complete or we cannot process your request for payment.*******

Reason for Visit: _____

Host's Name: _____

Arrival Date/Time: _____ Departure Date/Time _____

Expenses: (check applicable and Attach Original Receipts)

- Travel: (air, train, rental car, shuttle/bus, taxis)
- Hotel
- Auto Mileage (mileage _____ -one way)
- Per Diem

***** **TO BE COMPLETED BY HOST** *****

Comments or details regarding amounts, limits: _____

FOAP for department to charge fees to:

Name: _____
Fund _____ Organization _____ Account _____ Program _____

Requirements & Restrictions by Immigration Status

F1 not sponsored by University of Illinois, without CPT or OPT

Payment must meet the accountable plan criteria.

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- a copy of the I-20 form

F1 not sponsored by University of Illinois, with CPT or OPT

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- a copy of the I-20 form (CPT should be noted on the form)
- a copy of the Employment Authorization Document (EAD) , for OPT

G1, G2, G3, G4 and J2 visas

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- Employment Authorization Document (EAD)

J1, not sponsored by the University of Illinois

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- Authorization from sponsor, as noted in letter from the sponsor or on the DS-2019 form
 - Copy of the DS-2019 form
- a copy of the Employment Authorization Document (EAD)

O1 and O2, not sponsored by the University of Illinois

Payments are only allowed if the expense is related to "permissible activities," determined by the sponsoring institution. Authorization as noted in a letter from the sponsoring institution is required.

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- Copy of I-797

Permanent Residents

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- Copy of their I-551 passport stamp or green card

Waiver for Tourism (WT)

- I-94 card (copy both sides, except for WB or WT status)
- Receipts
- Copy of passport pages including:
 - Photo identification and passport number
 - Entry visa (when applicable)
- Foreign National Compliance Statement