



INFORMATION REQUIRED FOR VISITOR REIMBURSEMENTS

I, (print name) _____, with a permanent residency at
(Address, including phone and e-mail):

Phone: _____

Email: _____

I certify that I (checked ALL that apply):

A. U.S. Citizen / Permanent Resident

- ☐ 1. Am a U. S. citizen or permanent resident or resident alien for U. S. tax purposes and my social security number is _____
- ☐ 2. Will receive income in the form of payment for travel to/from or while at Vanderbilt University or a Vanderbilt University sponsored conference, seminar, or workshop.

B. Non-U.S. Citizen / Permanent Resident

- ☐ 3. Am NOT a U. S. citizen or permanent resident or resident alien for U. S. tax purposes.
Visa/Immigration Status: _____
- ☐ 4. Will receive income in the form of payment for travel to/from or while at Vanderbilt University or a Vanderbilt University sponsored conference, seminar, or workshop.
- ☐ 5. If a non-US Citizen they will need to fill out a Business Visitor Questionnaire (BVQ). The BVQ is available at <http://www.vanderbilt.edu/visit/enews/questionnaire.php>. This should be completed by all international visitors to Vanderbilt regardless of whether they are receiving a payment. The BVQ should be completed thirty days before the business visitor arrives in the USA.

Signature

Date

PLEASE MAIL THIS FORM AND YOUR ORIGINAL RECEIPTS TO:

Vanderbilt University
Attn: Tina Bemby
PMB 505
230 Appleton PL
Nashville, TN 37203-5721

Questions? Tina.Bembry@vanderbilt.edu or 615-322-6222

PLEASE SUBMIT ITEMIZED RECEIPTS