



DEPARTMENT OF ECONOMICS VISITOR REIMBURSEMENT FORM (2024)

Return this completed form with receipts and a brief explanation of expenses to Dana Rockett dana.rockett@wisc.edu or by mail to address listed below.

In compliance with regulations from the U.S. Citizenship and Immigration Services (USCIS) and the Internal Revenue Service, the UW-Madison requires the following information before payment/reimbursement can be made for ANY expenses associated with your visit to UW-Madison. Based on your citizenship and visa information provided below, the UW is required to make photocopies of your specific documents upon your arrival to our campus in order to make any type of payment/reimbursement to you. If you have any questions on visa requirements, we suggest you contact your sponsoring institution's International Scholar Office or the nearest U.S. Consulate. More information can also be found by visiting the following websites:

<https://travel.state.gov/content/travel/en.html>

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wizard.html>

Name (First, Middle, Last) _____

I am a (mark one): U.S. Citizen U.S. Permanent Resident Foreign National

Foreign Nationals please complete the next three statements:

1. Type of visa I hold while in the United States: _____
2. I am a legal resident (for tax purposes) of _____. (name of country)
3. I am a citizen of _____. (name of country)

Economics department staff will make a copy of the necessary documents. Please provide applicable documents such as your green card, passport, ESTA authorization, paper copy of your most recent electronic I-94 before you leave the United States. <https://www.cbp.gov/travel/international-visitors/i-94-instructions>. If you hold an F-1 or J-1 visa, you will also need to provide a copy of the I-20 or DS-2019 which are most likely available through your sponsor's International Office for Scholars. If you are a U.S. permanent resident, please provide a clear copy of your green card. See page two for types of visas and the specific documentation that is required in order for you to be reimbursed for your travel expenses and receive payment from the UW.

Contact Information:

Email address: _____ Cell/office phone number: _____

Check must be mailed to address where you receive your tax statement: _____

Thank you for your cooperation!

Department of Economics

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Additional Information Required for Profiles of Nonresident Aliens (NRA)

	Visa Type	Documents Required
<p>FOR CANADIANS ONLY: Please provide a second form of picture ID in lieu of the I-94 when the visitor does not obtain an I-94.</p>	H-1B	<ul style="list-style-type: none"> • Passport • I-94 • Homeland Security Stamp
	B-1/B-2	<ul style="list-style-type: none"> • Passport • I-94 • Homeland Security Stamp
	Visa Waiver Country	<ul style="list-style-type: none"> • Passport • ESTA Authorization • Homeland Security Stamp
	F-1	<ul style="list-style-type: none"> • Passport • I-94 • I-20 • Homeland Security Stamp
	J-1	<ul style="list-style-type: none"> • Passport • I-94 • DS-2019 • Homeland Security Stamp