Reimbursement Instructions – Travel and Accommodation for short-term participants

Please review your original offer letter for the terms of your visit. If you are unsure about the terms of your visit, please contact Simons Institute Events Staff at simonsevents@berkeley.edu or +1 510.664.9856.

Important General Information:

A. Non-US citizens must upload a copy of the passport identity page and a copy of the visa page *including* the visa stamp as well as a copy of the I-94 (if applicable); *be sure to copy* the front and back of your I-94 after your arrival in the U.S. The I-94 card will be removed from your passport by a government official when you leave the U.S. If you did not receive a paper I-94, please print out a copy of your online record here: www.cbp.gov/I94.

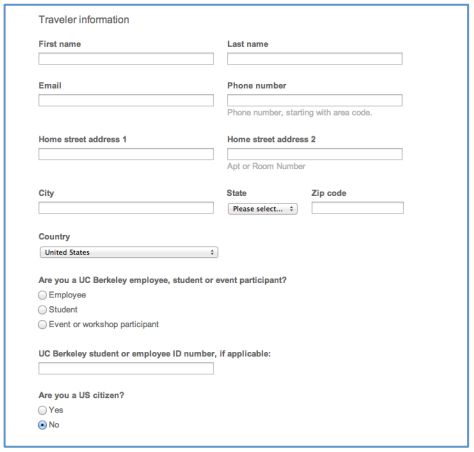
B. Non-US citizens: If you would like to receive your reimbursement as a wire transfer instead of a paper check, please upload the Wire Transfer Request Form (http://controller.berkeley.edu/sites/default/files/foreignbankauthorizationform.pdf) to your online form. The upload field for this document is at the bottom of the reimbursement request form.

C. Please convert all amounts to US Dollars. To do so, please use the following free online conversion website: http://www.oanda.com/currency/converter/. Be sure to convert the amount using the conversion rate of the actual transaction date.

D. If you are not a US citizen and came on a business visa or a visa waiver, complete the "Certificate of Academic Actvity" (http://res2.berkeley.edu/sites/default/files/shared/docs/reimbur/coaa_0.pdf) sign the document and upload a scan of the signed document to your reimbursement as well.

E. Receipts are required for expenses $75 or more and all accommodation and rental car expenses, regardless of the cost.
   Receipts need to indicate:
   - whom you paid (name of the person or company you paid)
   - the amount you paid and type of currency
   - when you paid (transaction date)
   - what you bought (itemized description of goods or services purchased)
   - and how you paid (cash, check, or credit card)

How to request a reimbursement:



1. Go to http://simons.berkeley.edu/tools-for-visitors and click on the link for the reimbursement form for travel and accommodation.

2. Enter your personal information and your UC Berkeley affiliation and ID number (if applicable).

3. Non-US Citizens: Upload a copy of your passport identity page, visa and I-94 copies. If you are traveling on a B-visa or a visa-waiver, you must complete and upload the "Certificate of Academic Activity"

   http://res2.berkeley.edu/sites/default/files/shared/docs/reimbur/coaa_0.pdf. Links to the necessary documents are provided in the reimbursement request form.

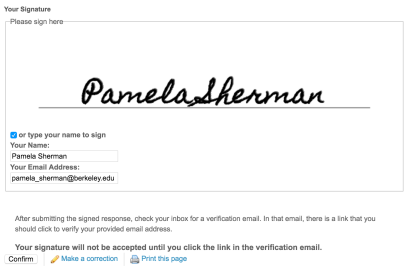
4. Enter your trip information: Choose the name of the event or program you are participating in, the dates for which you are requesting reimbursement and all applicable amounts in US Dollars (airfare, taxi, mileage, meals, etc.). Please also enter the nightly rate for your hotel stay for each night you are requesting reimbursement for. All amounts will be totaled at the bottom of the form.

5. Please indicate if alcohol consumption was part of your expenses.

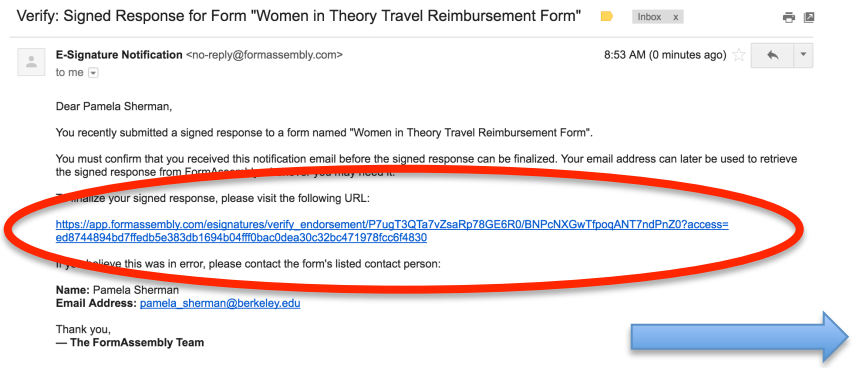
6. Upload receipts if necessary (please review "Important General Information" section E above).

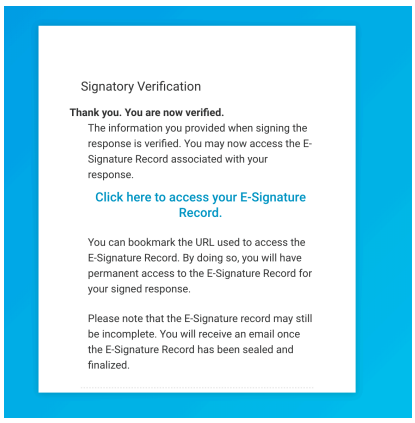
7. Click "Submit".

8. Review the information entered. If everything is correct, sign your name and enter your email address at the bottom of the page. Click "Confirm". If you would like to make changes, click the link to "Make a correction" at the bottom of the page.

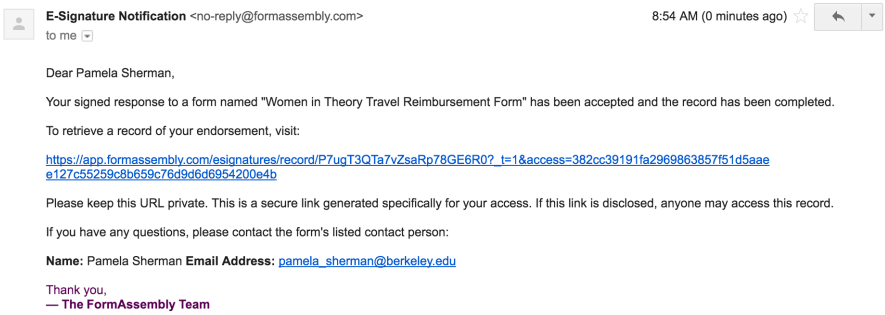


9. You will receive an email from "E-Signature Notification" to verify your signature.
   In order to finalize your signed response, click on the URL in the email.





10. After finalizing your signed response by clicking on the URL, you will receive a confirmation email that your response has been accepted.



E-Signature Notification <no-reply@formassembly.com> 8:54 AM (0 minutes ago)

to me

Dear Pamela Sherman,

Your signed response to a form named "Women in Theory Travel Reimbursement Form" has been accepted and the record has been completed.

To retrieve a record of your endorsement, visit:

https://app.formassembly.com/esignatures/record/P7ugT3QTa7vZsaRp78GE6R0?_t=1&access=382cc39191fa2969863857f51d5aaee127c55259c8b659c76d9d6d6954200e4b

Please keep this URL private. This is a secure link generated specifically for your access. If this link is disclosed, anyone may access this record.

If you have any questions, please contact the form's listed contact person:

Name: Pamela Sherman **Email Address:** pamela_sherman@berkeley.edu

Thank you,
— The FormAssembly Team

11. You have submitted your reimbursement, and we will process it in a timely fashion.