SIMONS INSTITUTE for the Theory of Computing

Reimbursement Instructions – Travel only 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). If you did not receive a paper I-94, please print out a copy of your online record here: www.cbp.gov/l94.

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 to your online form (http://controller.berkeley.edu/sites/default/files/foreignbankauthorizationform.pdf).

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/.

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 all travel expenses $75 or more and all rental car expenses regardless of the amount. Please include your flight itinerary showing the dates, flight times, and departure and arrival airports.

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 "Reimbursement for travel only".

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.

4. Enter your trip information: Name of the event or program you are participating in, the dates for which you are requesting reimbursement and applicable expenses in US Dollars (airfare, taxi, mileage, etc.). All amounts will be totaled at the bottom of the form.

5. Upload receipts if necessary (please review "Important General Information" section C above).

6. Click "Submit".

7. 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.

8. 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.
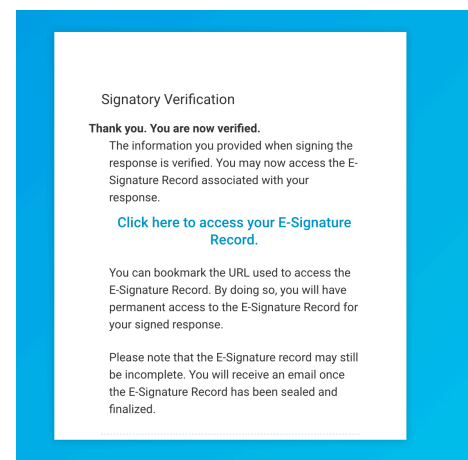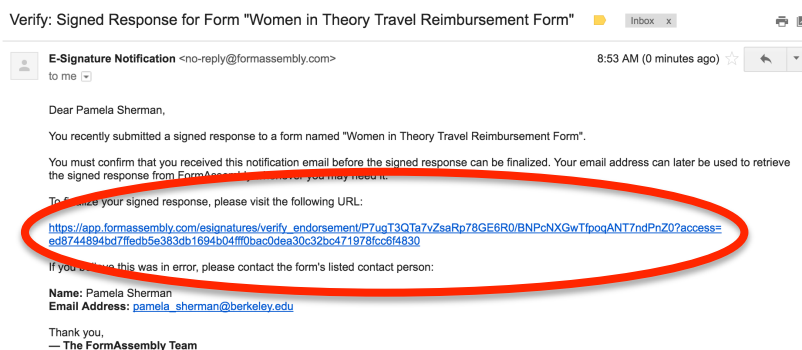
9. After finalizing your signed response by clicking on the URL, you will receive a confirmation email that your response has been accepted.

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

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