

UMASS PHYSICS DEPARTMENT  
REIMBURSEMENT/HONORARIUM INFORMATION SHEET

PLEASE RETURN THIS COMPLETED SHEET WITH ALL REQUIRED FORMS SIGNED

CHECK APPROPRIATE BOX:

- U.S. CITIZEN OR RESIDENT ALIEN (W-9 & University invoice)       FOREIGN NATIONAL (W-8 BEN, copies of passport, visa, entry stamp, B Honoraria Eligibility Certification & Univ. invoice)
- COLLOQUIUM
- CONDENSED MATTER SEMINAR
- HIGH ENERGY SEMINAR
- NUCLEAR SEMINAR
- FACULTY SEARCH (WHICH ONE?) \_\_\_\_\_

RESPONSIBLE FACULTY MEMBER: \_\_\_\_\_

DATE OF TALK / VISIT: \_\_\_\_\_

TITLE OF TALK (PLEASE PRINT): \_\_\_\_\_  
(NOTE: if not a speaker give purpose of visit here instead)

GUEST'S NAME (PLEASE PRINT): \_\_\_\_\_

GUEST'S HOME ADDRESS (PLEASE PRINT):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GUEST'S SOCIAL SECURITY #: \_\_\_\_\_

TRAVEL REIMBURSEMENT: \$ \_\_\_\_\_ HONORARIUM: \$ \_\_\_\_\_  
(original receipts required)

MILEAGE REIMBURSEMENT: \_\_\_\_\_ MILES @ .535 = \$ \_\_\_\_\_

**PLEASE HAVE VISITORS SIGN ALL DOCUMENTS IN BLUE INK**