

**TEXAS A&M UNIVERSITY  
INDIVIDUAL REIMBURSEMENT FORM**

Document Number \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Mail Stop \_\_\_\_\_

<p>Name of individual being reimbursed _____</p> <p>Amount submitted for payment/reimbursement _____</p>
<p>If paying for a service or processing a reimbursement for which no receipts are available, vendor certification is required.</p> <p>Vendor Certification _____</p>
<p>Is the individual a Texas A&amp;M University employee?      Yes ____ No ____</p> <p>If yes, you may stop here.</p>
<p>Has this individual been employed by TAMU in the last 12 months?    Yes ____ No ____</p>
<p>Is the individual a State of Texas employee?                      Yes ____ No ____</p> <p>If yes, please include a State of Texas Employee Statement, which can be found at the following web address: <a href="http://fmo.tamu.edu/media/65339/employee-statement.pdf">http://fmo.tamu.edu/media/65339/employee-statement.pdf</a></p>
<p>Is the individual a United States Citizen or legal permanent resident? Yes ____ No ____</p> <p>If yes, you may stop here. <b>THIS QUESTION MUST BE ANSWERED.</b></p> <p>If no, do they have a U.S. issued social security number?    Yes ____ No ____</p> <p>The following forms will be needed:</p> <ul style="list-style-type: none"><li>• <b>W-7</b> (If no social security number)</li><li>• <b>Copy of Visa, Passport, &amp; I-94 Card</b> (Immigration Date Stamp must be clear on copy)</li><li>• <b>DS-2019</b> (for J-1 Visa Holders)</li><li>• <b>8233 Form</b> (If receiving a professional fee &amp; covered under a Tax Treaty)</li><li>• <b>History of Presence &amp; Letter of Consent from Responsible Officer of other University</b> (If J-1 visa sponsored by another university)</li><li>• <b>History of Presence &amp; Letter of Consent from TAMU Responsible Officer</b> (If J-1 visa sponsored by TAMU)</li><li>• <b>Academic Activity Certification</b> (If B-1/B-2 or Visa Waiver)</li><li>• <b>Certificate of Foreign Status</b> (If foreign person or entity performing service outside US)</li><li>• <b>W-9</b> (If resident alien)</li></ul>