

**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&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: http://fmo.tamu.edu/media/65339/employee-statement.pdf</p>
<p>Is the individual a United States Citizen or legal permanent resident? Yes ____ No ____</p> <p>If yes, you may stop here. THIS QUESTION MUST BE ANSWERED.</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">• W-7 (If no social security number)• Copy of Visa, Passport, & I-94 Card (Immigration Date Stamp must be clear on copy)• DS-2019 (for J-1 Visa Holders)• 8233 Form (If receiving a professional fee & covered under a Tax Treaty)• History of Presence & Letter of Consent from Responsible Officer of other University (If J-1 visa sponsored by another university)• History of Presence & Letter of Consent from TAMU Responsible Officer (If J-1 visa sponsored by TAMU)• Academic Activity Certification (If B-1/B-2 or Visa Waiver)• Certificate of Foreign Status (If foreign person or entity performing service outside US)• W-9 (If resident alien)