

- Documentation and receipts must be submitted **within 30 days** of the workshop.
- All receipts must be **original**.
- Documentation is submitted to the Undergraduate Secretary (Dynamics building, room 326).

Travel Reimbursement for Workshop Speakers

1. Vendor Registration

Workshop speakers must go to <https://www.procurement.virginia.edu/main/frms/VendorReg.php> to complete and submit the online Vendor Registration Form in order to be paid. The University does not accept paper forms. Payment cannot be generated until the person has registered as a vendor.

2. Airfare documentation must include:

- Itinerary, with cost of ticket and class of travel (must show "economy" or "coach")
- Boarding passes, as proof of travel

3. Ground transportation receipts for the following may also be reimbursed:

- Car rental receipts
- Gas receipts
- Personal vehicle miles driven
- Parking and tolls
- Taxi, bus, or subway

4. Meals (on the days of travel only) may be reimbursed by submitting original receipts.

5. Foreign visitors must provide either a **Permanent Resident Card** or the following in order to be reimbursed for travel. Copies will be taken at the office.

- **Passport**
- **Visa** (for faculty, this is usually an H1B) or **Visa Waiver Card** (Residents of some countries, such as England and Canada, are not required to have a visa to enter the U.S., but instead have a Visa Waiver card attached to their passport. The card is retrieved upon departure from the U.S., so they **MUST** present it while they are here.
- **1-20**—only if traveling on an F1 or J1 student visa.

Meal Reimbursement for Faculty

Faculty may be reimbursed for meals with workshop speakers by submitting:

1. **Business Meal Certification** form: <http://www.virginia.edu/economics/resources.htm>.
2. **Itemized receipts** showing what was ordered.

The maximum reimbursable amount is **\$65.00 per person, per meal**. Any amount exceeding the maximum of \$65.00 per person will not be reimbursed.