

Workshop on L-functions, Galois representations and Iwasawa theory

Travel Reimbursement procedure for graduate students and postdocs

All reimbursement requests should be sent to:

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Her contact information is :

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Please send the following:

- (1) Original travel receipts. For plane tickets, this should include proof of purchase i.e. typically this will say paid by credit card and show the last 4 digits of the card.
- (2) Official invitation letter - this will be included in your registration packet. Please keep a copy for your records and include the original with your reimbursement request.
- (3) The following additional paperwork:

For US citizens and US Permanent residents (i.e. green card holders) :

- Form W-9, available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

All others (i.e. foreign nationals on a visa):

- Form W-8BEN, available at <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>
- Copy of passport (photo page), visa and I-94 (front and back, showing entry stamp).
- If on an F-1 visa, copy of Form I-20, and a letter from home institution allowing reimbursement.
- If on a J-1 visa, copy of Form DS-2019 and a letter from home institution allowing reimbursement.
- If on an H-1B visa, copy of Form I-797.