



# NON-UNM EMPLOYEE REIMBURSEMENT FORM

\*Please fill out this form, obtain the required signatures, and send all scanned receipts to the following email: [PAIS@unm.edu](mailto:PAIS@unm.edu)\*

Name of Non-UNM Employee: \_\_\_\_\_

Non-UNM Employee's Personal Email Address: \_\_\_\_\_

Select One: U.S. Citizen \_\_\_\_\_ or Foreign National \_\_\_\_\_

*\*For Foreign Nationals only\** The following documents are required before departure:

- IRS Form W-8BEN; complete parts I and IV.
- Scan of your I-94, or I-94W, Arrival and Departure Record
- Scan of your Visa; front page and picture of Visa Homeland Security Stamp or Visa Waiver Statement; signed, along with passport.

**Business Purpose (The reason for your visit):**

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**\*For Direct Deposit Users\*:** In order for you to receive your reimbursement, you must be set up in UNM's internal system, meaning, you will be sent an email from **PaymentWorks**, which will require you to input personal information such as a **W-9**, **SSN**, and banking information.

**\*For Mailed Check Users\*:** In order for you to receive your reimbursement, you must be set up in UNM's internal system, meaning, you will only submit a **W-9** and fill out the necessary information such as, legal name, SSN - (**but not required; voluntary choice**), address, signature and date.

Would you like your reimbursement through direct deposit \_\_\_ or mailed check \_\_\_?

### REQUEST FOR REIMBURSEMENT – EXPENSES

Category	Dates	Details	Amount
Own Car (Attach Mileage Report)		Mileage @ \$0.65.5 per mile:	
Transportation (Airfare, Parking, Rental, Uber, etc.)			
Lodging			
Meals (Per Diem) - <u>NOT</u> provided and bought out-of-pocket.			-
			-
			-
			-
<b>Total</b>			

\_\_\_\_\_  
Signature of Non-UNM Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair (if necessary)

\_\_\_\_\_  
Date