

# INDIVIDUAL REIMBURSEMENT FORM



THE TEXAS A&M  
UNIVERSITY SYSTEM

SELECT THE APPROPRIATE AGENCY FROM THE DROP DOWN LIST: \_\_\_\_\_

DATE: \_\_\_\_\_ DOCUMENT NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ MAIL STOP: \_\_\_\_\_

NAME OF INDIVIDUAL TO BE REIMBURSED: \_\_\_\_\_

AMOUNT SUBMITTED FOR PAYMENT/REIMBURSEMENT: \_\_\_\_\_

If paying for a service or processing a reimbursement for which no receipts are available, vendor signature is required.

VENDOR SIGNATURE \_\_\_\_\_

## UNIVERSITY/AGENCY EMPLOYEE

Is the individual an employee of the selected Texas A&M University System Member? YES NO

If yes, you may stop here.

Has this individual been employed by the selected Texas A&M University System Member within the last 12 months?

YES NO

## STATE OF TEXAS EMPLOYEE

Is the individual a State of Texas Employee? YES NO

If yes, please include a State of Texas Employee Statement, which can be found at the following web address:

<https://fmo.tamu.edu/media/65339/employee-statement.pdf>

## CITIZENSHIP – FOREIGN STATUS

THE FOLLOWING QUESTIONS MUST BE ANSWERED.

Is the individual a United States Citizen or legal permanent resident? YES NO

If yes, you may stop here.

If no, do they have a U.S. issued social security number? YES NO

The following forms will be needed:

**COPY OF VISA, PASSPORT, & I-94 CARD** (Immigration Date Stamp must be clear on copy)

**DS2019** (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 OFFICE OF OTHER UNIVERSITY** (if J-1 Visa sponsored by another university/agency)

**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 services outside US)

**W-9** (If resident alien)