

U.S. CITIZENS AND PERMANENT RESIDENTS MUST COMPLETE THE FOLLOWING:

1. Disbursement Voucher Payee Certification
2. W-9 (Request for Taxpayer Identification)

A COPY OF THE FOLLOWING DOCUMENTATION MUST ALSO BE SUBMITTED:

1. Driver's License
2. Original receipts

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INTERNATIONAL VISITORS MUST COMPLETE THE FOLLOWING:

1. Disbursement Voucher Payee Certification
2. W-8 BEN (Certificate of Foreign Status of Beneficial Owner for U.S. Tax Withholding)
3. Tax Cover Sheet
4. International Tax Questionnaire

A COPY OF THE FOLLOWING DOCUMENTATION MUST ALSO BE SUBMITTED:

1. VISA, I-94
2. Passport
3. F-1 Visitors must provide I-20
4. J-1 Visitors must provide DS-2019
5. Original receipts