



TEXAS A&M UNIVERSITY
INDIVIDUAL REIMBURSEMENT FORM



FAMIS Document # _____ Date _____

Contact Name Angie Stickley Phone 845-0615

Department Chemistry Mail Stop 3255

<p>Name of individual being reimbursed _____</p> <p>Amount submitted for payment/reimbursement _____</p>
<p>Type of payment/reimbursement:</p> <p>____ Refund ____ Purchase of Goods ____ Registration/Membership Dues ____ Scholarship/Tuition ____ Business Meal</p> <p>____ Student Travel ____ Contracted Services ____ Prize/Award ____ Research Subject ____ Other: _____</p>
<p>If paying for a contracted service or expenses for a contracted service provider for which no receipts are available, vendor certification is required.</p> <p>Vendor Certification _____</p>
<p>Is the individual a current TAMUS employee or has the individual been employed by TAMUS in the last 12 months? Yes ____ No ____</p> <p>If yes, you may stop here.</p>
<p>Is the individual a State of Texas employee? Yes ____ No ____</p> <p>If yes, please include a State of Texas Employee Statement, which can be found at the following web address: http://finance.tamu.edu/fms/ap/forms/employee-statement.pdf</p>
<p>Is the individual a United States Citizen or legal permanent resident? Yes ____ No ____</p> <p>If yes, please provide a W-9 form.</p> <p>If no, does individual have a U.S. issued social security number or ITIN? Yes ____ No ____</p> <p>If no, please note that the individual will have to show proof of application (W-7) in order to receive any tax treaty benefits for independent services. In the absence of a U.S. taxpayer ID, the maximum of 30% tax withholding will apply to payments for services or travel expenses without receipts.</p> <p>The following forms will be needed:</p> <ul style="list-style-type: none"> • Certificate of Foreign Status (If foreign person or foreign entity performing service outside the U.S.) • W-9 (If resident alien) <p>The individual must complete his/her record in GLACIER and submit all forms (as printed from GLACIER) and required document copies (as listed on Tax Summary Report printed from GLACIER). Please request GLACIER password at http://finance.tamu.edu/fms/ap</p> <p>Forms required in addition to forms completed by GLACIER:</p> <ul style="list-style-type: none"> • Copy of passport • Letter of consent from Responsible Officer of other University (If J-1 visa sponsored by another university) • Letter of consent from TAMU Responsible Officer (If J-1 visa sponsored by TAMU)