

Rensselaer Polytechnic Institute
Graduate Student Travel Form
For International Students Only

This form will be used to determine the nature of expenses being reimbursed in accordance with IRS Publication 515, Withholding of Tax on Non Resident Aliens and Foreign Entities. Please fill out this form, after completing students need to drop it off at the Office of Graduate Education located at 1516 Peoples Ave. for the Dean of Graduate Education's signature. Once the form is signed the student will receive an email to pick it up. The approved form and any additional documentation should be attached to your Concur Expense Report. Your expense report will be returned to you if this form is missing.

Student Name: _____

RIN: _____ RPI Email: _____

Please provide an explanation of why you are requesting reimbursement for travel costs. Answers must be detailed, one word answers will not be accepted. The following questions should be used to provide your explanation and appropriate back-up documentation attached. Why did you travel? Did you attend a conference? Did you attend as a presenter or as a participant? Did you travel for another reason? For example, if you traveled to present a paper at a conference, was your name and presentation listed in the agenda? If so, please attach the agenda and conference description. Another example, did you travel to another lab to do research? If so, please attach your letter of invitation from the sponsor.

Are you being reimbursed by a sponsor for the travel costs you are submitting for reimbursement?

Yes

No

Student Advisor (please print): _____

Signature of Student Advisor: _____

Dean of Graduate Education USE ONLY

Please indicate whether the reason for incurring the costs were for the benefit of Rensselaer or for the benefit of the student.

RPI Benefit

Student Benefit

Signature of the Dean of Graduate Education: _____