



Travel Reimbursement Information Sheet

To avoid being reported to IRS as taxable income, please submit your package within 90-days after your trip
Social Security No.

Name

Remittance Address

-

Phone Number

Note:

Texas A&M-Commerce Student Yes No

Texas A&M-Commerce Employee Yes No

Please email to Bao-An Li a single zip file containing this information sheet and:

- (i) an expense report listing all costs to be reimbursed by CUSTIPEN by day;
- (ii) a PDF receipt of airline tickets and scanned images of other receipts (e.g., taxi, bus, parking, Chinese visa, etc). List costs of food not covered by Chinese hosts by day and place (receipts not required).
Hotel receipts should show zero balance and list taxes separately;
- (iii) a one-page exit report describing your work under CUSTIPEN.
- (iv) a copy of your approved Foreign Travel Authorization by your home institution.

Direct Deposit form attached Direct Deposit declined

Texas A&M University-Commerce Contact:

Bao-An Li
Department of Physics and Astronomy
Texas A&M University-Commerce
PO Box 3011
Commerce, TX 75429-3011

Phone: (903) 886-5478

Email: bao-an.li@tamuc.edu