**Travel Reimbursement Checklist for Visitors to the**

**University of Virginia**

Please review the instructions below and contact the Economics Business Administrator, Joe Earhart with questions.

* jie4b@virginia.edu
* 434‐924‐6590
1. For reimbursement, you must first register as a vendor or update your existing profile with UVa. Please complete the Vendor Registration Form following the directions in the section entitled “To Register as a New Vendor at UVA.” http://www.procurement.virginia.edu/pagevendorformsvlist
* Travel reimbursement are required to be submitted within 30 days of your completed trip. Please submit:
	+ All original receipts and boarding passes
	+ If you use your personal car to drive here, proof of mileage
	+ If you are foreign national, a copy of your passport and/or Visa
1. Mail or email all of the above to:

Debby Stanford (djb4c@virginia.edu)

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