



STUDENT TRAVEL INFORMATION FORM

The answers to the questions below will assist the Finance Department in determining the taxability of your trip. If your trip is deemed taxable, you will be notified by email.

If you have never received a reimbursement from the Accounts Payable Department, please complete a W-8 BEN for Nonresident Aliens (NRAs) or a W-9 for all others and attach it to this document.

Student Name _____

First Date of Entry in United States (U.S.): _____

Immigration Status - Check one:

- U.S. Citizen
- Permanent Resident (Green Card holder)
- Resident Alien
- Nonresident Alien (NRA) - VISA Immigration status:
 - F1
 - J1, J2
 - M
 - Q
 - Other

Describe the primary purpose of your travel. That is, was it to further your education or training, to support a university project, research program, or to present at a conference?

If it was to support a university project, research program, or to present at a conference, please provide the KFS account name and number that will be charged for the travel expense.

Is this activity required for your degree or for you to obtain credit for a course?

- Yes
- No

Does this activity impact your grade in any manner?

- Yes
- No

If the trip relates to research, was this project/research lead by:

- yourself
- or a faculty member. Provide faculty member's name: _____

Printed Name of Student

Printed Name of Manager

Signature of Student

Signature of Manager