

Symposium on the Global Energy Future  
October 1 – 5, 2010

Financial Policy & Travel Reimbursement Process  
(subject to change without notification)

The following outlines the financial policy and travel reimbursement procedures for University Partner visitors attending the Symposium on the Global Energy Future, October 1-5, 2010:

The McDonnell International Scholars Academy will reimburse each institution up to \$5000 for travel related expenses to St. Louis in addition to providing one (1) hotel room at the Ritz-Carlton for up to five (5) nights for the University Partner President or the President's representative (exclusive of incidental expenses).

The distribution of the \$5000 allowance is at the discretion of the institution. For example, the entire allowance can be utilized to cover the expenses of one guest only, or if there are multiple guests the allowance may be divided. Please contact your President's office to determine how the monies will be divided, if necessary. Reimbursement will be provided after travel has commenced and guests have returned to their respective home country.

Local St. Louis transportation as well as meals associated with the program will be provided. Additional accommodations for faculty guests are the responsibility of the institution. Hotel rates and information are provided on the "[Hotel Information](#)" page.

**This financial policy DOES NOT apply to University Partner Co-Principal Investigators of MAGEEP projects. Travel funds were included as part of awarded grants.**

Allowable Expenses

- International Airfare (round-trip)
- Visa Fees
- Local ground transportation (in home country)\*
- Transit meals\*
- Excess Baggage\*
- Upgrades\*
- Transit Hotel Stay (1 night only)\*

\*These expenses are reimbursable for one way (en route to St. Louis) only.

Unallowable Expenses

- Internet fees
- Phone call costs or international phone rental costs
- Airline club access fees
- Hotel costs (in St. Louis)
- Hotel incidental expenses

## Reimbursement Process

Upon registration guests traveling to the U.S. on a B1 visa who require reimbursement will be required to submit/complete the following:

- Eligible receipts (originals will be retained unless required for return travel, copies will be provided)
- Passport
- Visa Page
- I-94
- W-8BEN form (provided upon registration)
- Travel Expense Report form (provided upon registration)
- Amount of allowable reimbursement as determined by Presidents office

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- Receipt processing will occur after completion of the symposium.
- Checks will be sent to each individual guest for the amount of their receipts up to the allowable amount.
- Wire transfers may be processed per request; however a service fee may apply that will be deducted from your reimbursement. Bank information needed: bank name and address, account number, swift code, IBAN (for euro currency only).

IMPORTANT NOTICE: If a guest is on a B visa and the visa is stamped B2, or the guests entered the U.S. on a passport and the passport and I-94W are stamped WT, he or she is considered a tourist. Immigration regulations do not allow us to reimburse the travel of a tourist. To avoid this problem, please inform Customs that you are visiting Washington University on business and present your letter of invitation from the University. Depending upon tax treaty guidelines between the U.S. and a guest's home country, reimbursements may or may not be subject to tax withholdings. Should travel to the U.S. be made on any other visa type, please contact the [McDonnell International Scholars Academy](#) to determine reimbursement eligibility.