

**Weill Cornell Graduate School  
Ph.D. Applicant – Travel Expense Reimbursement Form 2019**

Please read "PhD Applicant Reimbursement Instructions 2019" before completing.

Name: \_\_\_\_\_

**The reimbursement check will be sent to the address on the W-9 / W-8BEN.**

**Applicant: A receipt is required for each expense listed below. Include explanation if not clear from receipt.**

Transportation to and from New York City*		
Transportation to/from NY Subtotal \$		
Transportation in New York City		
Transportation in NY Subtotal \$		
Other (Explain)		
	Other Subtotal \$	
	Total \$	
Signature _____	Date Submitted _____	

Scan and email this form, the receipts, and the completed W-9 (US Citizen) or W-8BEN (non-US Citizen) form to Vincent Graziadio at vtg2002@med.cornell.edu. Also include a copy of the bank or credit card statement showing the transactions for the expenses reported. (You may black out account numbers.)

**\*If your airline ticket cost more than \$550, you received permission to purchase your own ticket.** Scan and submit your boarding pass/e-ticket and the ticket receipt displaying the amount paid. **If you paid for your own train ticket,** submit the ticket stub and the ticket receipt displaying the amount paid.

**Applicants staying at the hotel** will be reimbursed for airport/hotel transportation on arrival and departure days.

**Applicants commuting from home** each day for recruitment activities will be reimbursed for local public transportation (bus, subway, or train); taxi will be reimbursed only if there is no alternative due to locations, hours or weather. Driving will be reimbursed at the 2019 IRS rate of 58 cents per mile.