



**Weill Cornell
Medicine**

**Graduate School of
Medical Sciences**

A partnership with the Sloan Kettering Institute

**PhD Applicant Reimbursement Instructions 2019
Weill Cornell Graduate School of Medical Sciences**

Food and Transportation: From Wednesday night dinner through Friday lunch your meals and transportation will be provided, and you should not have any reimbursable expenses.

You may request reimbursement for the following expenses on your travel days (coming to, and returning from, New York City):

- Travel between your departure point and airport or train station by taxi or van service; or mileage and parking if you drive. Also see * below.
- Travel in New York City, by taxi or subway, between airport or train station, and hotel.
- Meals if necessary in route (on your way to New York or on your way home)

Applicants commuting each day for Interview Days activities: You will be reimbursed for daily local transportation to, and from, activities (bus, subway, train, or mileage at 58 cents/mile). Taxi will be reimbursed only if there is no alternative due to locations, hours or weather.

TO SUBMIT YOUR EXPENSES:

1. Complete the “Ph.D. Applicant – Travel Expense Reimbursement Form 2019” and the W-9 (if US Citizen) or W-8BEN (non-US Citizen) form.
2. Make sure each receipt indicates the service provided and the date.
3. If expense was paid by credit card, pair each receipt with the credit card statement showing proof of payment.
4. Scan and save the W-9 or W-8BEN, receipts, statements and the reimbursement form as a PDF.
5. Email the PDF to the Grad School Finance Coordinator:

Vincent Graziadio
vtg2002@med.cornell.edu

If you cannot scan your information and prefer to mail it, use this address:

Vincent Graziadio, Finance & Data Coordinator
Weill Cornell Graduate School
1300 York Ave
Room A131, Interoffice Box 65
New York, NY 10065

Your reimbursement check will be sent to the address you indicate on your W-9/W-8BEN.

***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.