

Forms/Documentation Required for Payments to Domestic Individuals – Travel Expenses with Receipts

If reimbursing expenses with receipts, the following forms/documentation are required:

- [Substitute W9](#) - if not already marked in FAMIS in the W-9 date field as received on screen 103
- [Individual Reimbursement Form](#)-if invoice is not provided
- If individual is State of Texas Employee, [State of Texas Employee Statement](#) must be completed
- Detailed receipts showing proof of payment
- If paying with a state account, must submit state documentation (contract, agreement letter, etc.)
- Description of services provided. If a speech/presentation was given, the title, date, and audience of the speech/presentation must be documented.
- Must document whether or not alcohol was purchased if itemized meal receipts are not provided.