

**TEXAS A&M UNIVERSITY  
INDIVIDUAL REIMBURSEMENT FORM**

FAMIS Document # \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Mail Stop \_\_\_\_\_

<p>Name of individual being reimbursed _____</p> <p>Amount submitted for payment/reimbursement _____</p>
<p>Type of payment/reimbursement:</p> <p>____ Refund ____ Purchase of Goods ____ Registration/Membership Dues ____ Scholarship/Tuition ____ Business Meal</p> <p>____ Student Travel ____ Contracted Services ____ Prize/Award ____ Research Subject ____ Other: _____</p>
<p>If paying for a contracted service or expenses for a contracted service provider for which no receipts are available, vendor certification is required.</p> <p>Vendor Certification _____</p>
<p>Is the individual a current TAMUS employee or has the individual been employed by TAMUS in the last 12 months? Yes ____ No ____</p> <p>If yes, you may stop here.</p>
<p>Is the individual a State of Texas employee? Yes ____ No ____</p> <p>If yes, please include a State of Texas Employee Statement, which can be found at the following web address: <a href="http://finance.tamu.edu/fmo/ir/forms/employee-statement.pdf">http://finance.tamu.edu/fmo/ir/forms/employee-statement.pdf</a></p>
<p>Is the individual a United States Citizen or legal permanent resident? Yes ____ No ____</p> <p>If yes, please provide a W-9 form.</p> <p>If no, does individual have a U.S. issued social security number or ITIN? Yes ____ No ____</p> <p>If no, please note that the individual will have to show proof of application (W-7) in order to receive any tax treaty benefits for independent services. In the absence of a U.S. taxpayer ID, the maximum of 30% tax withholding will apply to payments for services or travel expenses without receipts.</p> <p>The following forms will be needed:</p> <ul style="list-style-type: none"><li>• <b>Certificate of Foreign Status</b> ( If foreign person or foreign entity performing service outside the U.S.)</li><li>• <b>W-9</b> (If resident alien)</li></ul> <p>The individual must complete his/her record in GLACIER and submit all forms (as printed from GLACIER) and required document copies (as listed on Tax Summary Report printed from GLACIER). Please request GLACIER password at: <a href="http://finance.tamu.edu/fmo/ir/docs/glacier_fms.asp#requestpassword">http://finance.tamu.edu/fmo/ir/docs/glacier_fms.asp#requestpassword</a></p> <p>Forms required in addition to forms completed by GLACIER:</p> <ul style="list-style-type: none"><li>• <b>Copy of passport</b></li><li>• <b>Letter of consent from Responsible Officer of other University</b> ( If J-1 visa sponsored by another university)</li><li>• <b>Letter of consent from TAMU Responsible Officer</b> (If J-1 visa sponsored by TAMU)</li></ul>