Travel Reimbursement Form
Admitted Students Visitation Weekend 2019

The Nicholas School will provide reimbursement assistance for travel costs for students attending Admitted Students Visitation Weekend. Reimbursement amounts vary by place of residence. Read designations below carefully.

- **Up to $300 travel reimbursement: Region #1**
  Maryland, Washington DC, West Virginia, Virginia, North Carolina, Kentucky, Tennessee, South Carolina, Georgia, Florida

- **Up to $350 travel reimbursement: Region #2**

- **Up to $400 travel reimbursement: Region #3**
  North Dakota, South Dakota, Minnesota, Nebraska, Iowa, Kansas, Oklahoma, Texas

- **Up to $500 travel reimbursement: Region #4**

- **Up to $500 travel reimbursement: Region #5**
  International/U.S. Territories

**Receipts/Documentation:** Admitted students will only be reimbursed for expenses for which original receipts have been provided, which includes cash and credit card charges. An original **itemized** receipt should accompany original credit card receipts. We **cannot** accept a photocopy of an original receipt. Students may request reimbursement for transportation, lodging and meals. Boarding passes must accompany all receipts for air, rail and bus fares. Alcoholic beverages are not included and will not be reimbursed.

Students may submit their original receipts and signed reimbursement form during Admitted Students Visitation Weekend. A completed form—with all requirement documentation—submitted by mail must be postmarked by April 12, 2019. We will not honor reimbursement requests for late submissions.

**Fuel for Personal Car:** Original receipts and number of highway miles should be submitted. Personal vehicle expenses are reimbursed at the current IRS mileage rate, which is 58 cents per mile, or by original receipt only; however, travelers will be reimbursed for the **lesser** of the two expenses. For example, if you drive 200 total highway miles at the 2019 personal car mileage rate of 58 cents per mile, you should anticipate receiving a $116.00 reimbursement, but if the actual total of your fuel receipts only comes to $60.00, we would reimburse you $60.00 instead.

**Fuel for Rental Car:** Fuel for rental cars should be treated like documentation required for hotels and meals, therefore please prepare to submit original receipts for reimbursement.

**Important Details to Remember:**
- Before mailing, keep a photocopy of all original receipts for your own records.
- Original itemized receipts are required for reimbursement and must be mailed to us directly, or submitted at ASVW.
- Reimbursement requests will be processed upon receipt of the application and all required receipts.
- It typically takes 4-6 weeks from the time that we receive your original receipts for you to receive reimbursement funds.
- Only submit your own travel expenses for reimbursement. Expenses for your guest(s) will not be reimbursed.
- Provide a written explanation for any receipt you submit which could reasonably be considered out of the ordinary.
- For additional questions, please contact the Enrollment Services office directly at admissions@nicholas.duke.edu
Travel Reimbursement Form
Submission Deadline: April 12, 2019

Admitted Students Visitation Weekend
Friday, March 29th and Saturday, March 30th, 2019

Please print legibly. If we are unable to read your information, the process to submit your reimbursement request will be delayed.

Full Name: ____________________________________________________________

Please answer all of the following questions.

(1) What was the date and time of your departure? (from point of origin to Durham)

(2) What was the date and time of your return? (from Durham to next destination)

(3a) For U.S. Citizens

Place of Residence Region Number (see page #1): ________

To what mailing address would you like your reimbursement sent?
Please note: we can only reimburse the admitted student. The reimbursement check will be made out to and mailed to the admitted student.

Address Line 1: __________________________________________________________

Address Line 2: _________________________________________________________

Address Line 3: _________________________________________________________

City: ________________________________________________________________

State: __________________________________________________________________

Zip Code: __________________________________________________________________

What is your social security number? ___ ___ ___ - ___ ___ - ___ ___ ___ ___

(3b) For Non-U.S. Citizens

Originating Location Region Number (see page #1): ________

Country of Citizenship/Residency Status:
Reimbursements paid to international students (non-U.S. citizens) are considered taxable income under U.S. tax code. The combined state and federal tax rate is currently 35.35%. Duke University will pay this tax for you at the time of reimbursement. Therefore, as an example, if you are traveling from outside of the U.S. and incur $400 of travel expense, you will simply receive a $400 reimbursement. Duke University will pay an additional $141.40 to the U.S. government on your behalf.
What is your permanent international address?

Address Line 1: __________________________________________________________
Address Line 2: __________________________________________________________
Address Line 3: __________________________________________________________
City: ___________________________________________________________________
State/Province/County _______________________________________________________
Postal Code: ______________________________________________________________
Country: __________________________________________________________________

To what mailing address would you like your reimbursement sent?

Please note: we can only reimburse the admitted student. The reimbursement check will be made out to and mailed to the admitted student.

Address Line 1: __________________________________________________________
Address Line 2: __________________________________________________________
Address Line 3: __________________________________________________________
City: ____________________________________________ ______________________
State/Province/County ______________________________________________________
Postal Code: __________________________ ________________________________
Country: __________________________________________ ______________________

Please provide your SSN/ITIN, if applicable. ___ ___ ___ - ___ ___ - ___ ___ ___ ___

(4) If you drove your personal car to the event, what was the total number of miles driven (to include from point of origin to Durham, NC and from Durham, NC to next destination)?

_______ miles

I certify I have expended the amounts, as indicated by my receipts, for travel to and/or from Durham, North Carolina for Admitted Students Visitation Weekend at the Nicholas School of the Environment at Duke University. I certify that all items and receipts are true and accurate to the best of my knowledge.

Payee Signature - Required (original signature required; faxed/electronic signature not acceptable)

PAYEE MUST RETURN THIS FORM SIGNED ALONG WITH ORIGINAL RECEIPTS TO THE ADDRESS BELOW BY APRIL 12, 2019:

Student Services
Nicholas School of the Environment
Duke University
308 Research Dr.
A101 LSRC/Box #90330
Durham, NC 27708-0330