

Rensselaer Polytechnic Institute
Expense Form for International Students Only

This form will be used to determine the nature of expenses being reimbursed in accordance with *IRS Publication 515, Withholding of Tax on Non-Resident Aliens and Foreign Entities*.

Please complete this form, have your advisor sign it and email to fntax@rpi.edu for finance signature. Once the form is signed, you will receive a signed copy via email. The approved form, and any additional documentation, should be attached to your Concur Expense Report. *Your expense report will be returned to you if this form is missing or is not signed.*

If you are receiving reimbursement from another school or organization, do NOT submit an expense report in Concur.

Student Name: _____

RIN: _____ RPI Email: _____

Are you an employee at RPI? If yes, please answer below.

Research Assistant Teaching Assistant Other _____

Is your travel being charged to a sponsored research grant, either federal or state? If yes, please provide the fund number and have your advisor sign the form. You do not need to complete the remainder. If no, both student and advisor need to complete the remainder of the form and sign.

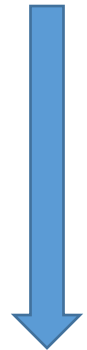
Yes Fund # _____

No

Student Advisor (please print): _____

Signature of Student Advisor: _____

Please indicate the name of your school's Business Manager: _____



If you answered no above, please complete the following questions:

Is your travel being charged to a corporate or private grant or to Institutional funds?

Corporate or Private Grant Fund # _____ Institutional Funds Fund # _____

Did you attend a conference? Yes No

If yes, which conference? _____

Did you attend the conference as a participant or as a presenter? _____

If you presented, please attach a copy of the agenda.

Did you travel to another lab to do research? Yes No

If you were invited to another lab, please attach a copy of the invitation from the sponsor.

If you did not attend a conference or travel to another lab, describe in detail the purpose of the travel.

To be completed by Student Advisor

Did this travel directly support a faculty member's project or research program? Yes No

Is this travel related to the student's job duties on campus? Yes No

What was the main purpose of the student's travel? Please explain below.

*****FINANCE USE ONLY – DO NOT ENTER*****

Please indicate whether the reason for incurring the costs were for the benefit of Rensselaer or for the benefit of the student.

RPI Benefit

Student Benefit

Signature: _____