

**Department of Chemistry  
University of Hawaii at Manoa**

<b>REQUIRED ATTACHMENTS FOR NON-EMPLOYEE TRAVEL REIMBURSEMENTS</b>
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	Check Here If Submitting
Non-Employee Invoice (UH Form NE-INV)	<input type="checkbox"/>
Invitation Letter/E-mail	<input type="checkbox"/>
Itinerary	<input type="checkbox"/>
<i>Original</i> Boarding Passes	<input type="checkbox"/>
<i>Original</i> Receipts for Hotel, Meals and/or Ground Transportation	<input type="checkbox"/>
<b>If non-US Citizen, the above forms and the following:</b>	
Statement of Citizenship and Federal Tax Status (Form WH-1)	<input type="checkbox"/>
Form 8233 (if checked 'yes' in part B, section D of form WH-1)	<input type="checkbox"/>
Photocopy of ID page in passport	<input type="checkbox"/>
Photocopy of visa page in passport	<input type="checkbox"/>
Photocopy of Form I-94	<input type="checkbox"/>
Photocopy of Form I-20 for F-1 visa or Form DS-2019 for J-1 visas	<input type="checkbox"/>
For B-visa holders only: Certification of Academic Activity for Foreign Visitors (FMIS-45)	<input type="checkbox"/>