Penn State Smeal MBA Programs – Visitation Weekend 2013
Travel Reimbursement Information

We are looking forward to your upcoming visit to University Park or as we fondly refer to it as “Happy Valley.” You will be staying at The Atherton Hotel during your visit which will be reserved and paid for by the MBA Program. While on campus, we will be providing your meals and transportation to and from sponsored activities.

We will reimburse you for travel expenses up to $500.00. The reimbursement is limited to travel directly to and from your place of residence to the Penn State University Park campus (UP). If you are traveling outside of that route during your trip to or from UP, a travel comparison must be provided showing the actual cost of the trip if you had traveled directly to and from UP. If you have any questions regarding this, please contact Sandy Simler in the MBA Programs Office at 814-863-0474. Please note that we are not able to reimburse you for any additional expenses including meals, incidental charges at the hotel, or any expenses including costs related to a partner or spouse who may have traveled with you.

To receive reimbursement for travel expenses please do the following:

**Complete the Non-Employee Travel Reimbursement Request Form**

- Complete all requested traveler information including your departure and arrival information. (locations, dates and times)
- Under Travel Expense, enter your actual costs of your travel expenses on the appropriate line
  - If you traveled by air or train, please include a copy of your travel itinerary, with verification of the amount paid. Please note, your itinerary must show that payment was made.
  - If you rented a car, please include receipts for gas and the rental car company. You will be reimbursed for the actual amount paid. Please note, original receipts are needed, credit card statements will not be accepted.
  - If you traveled by personal vehicle, please include a map quest of the route traveled. You will be reimbursed for $.56.5 per mile.
- Items that do not apply (i.e. lodging, meals, etc.) have a zero entered in them.
- Enter the total of your expenses, up to $500.00, where indicated
- **Sign and Date the form**

**Complete the Visitor Information Sheet (VISIT form)**

- Complete section I in its entirety.
- Complete section II
  - If you are a U.S. citizen, check box 1, sign and submit the VISIT form with your reimbursement request form.
  - If you are a Permanent resident, check box 2, sign and submit the VISIT form with your reimbursement request form.
  - If you are visiting the U.S. on any non-immigrant visa (other than B1, B2, WB, or WT), but are a resident for tax purposes, check box 3, complete Section III in its entirety, sign and submit the VISIT form along with a your travel reimbursement form. Please note you will need to present your I-94 and visa while on campus in order for us to make a photocopy as per University policy.
  - If you are visiting the U.S. on a B1, B2, WB, or WT visa, please discuss your situation with Stacey Dorang Peeler.
- Complete Section III if you checked box 3 or 4 in section II above.
- Complete Section IV only if you are visiting the US on a B-1, B-2, WB or WT visa.
- **Sign and Date the form**

You may submit these forms while on campus or send them to us by April 30, 2013.
MBA Programs Office, 220 Business Building, University Park, PA 16802, Fax 814-863-8072