Texas A&M University
Individual Reimbursement Form

FAMIS Document # ______________________ Date ______________________

Contact Name ______________________ Phone ______________________

Department ______________________ Mail Stop ______________________

Name of individual being reimbursed: Ginny A. Goodteacher

Amount submitted for payment/reimbursement: (leave this blank)

Type of payment/reimbursement:

- Refund
- Purchase of Goods
- Registration/Membership Dues
- Scholarship/Tuition
- Business Meal
- Student Travel
- Contracted Services
- Prize/Award
- Research Subject
- Other ______________________

If paying for a contracted service or expenses for a contracted service provider for which no receipts are available, vendor certification is required.

Vendor Certification: Ginny A. Goodteacher (Please sign here)

Is the individual a current TAMUS employee or has the individual been employed by TAMUS in the last 12 months?    Yes    No    (This will probably be No)—If this is Yes, you will need to complete the State Employee Form.

If yes, you may stop here.

Is the individual a State of Texas employee?    Yes    No    (This will probably be No)—If this is Yes, you will need to complete the State Employee Form.

If yes, please include a State of Texas Employee Statement, which can be found at the following web address: http://finance.tamu.edu/fms/ap/forms/employee-statement.pdf

Is the individual a United States Citizen or legal permanent resident? Yes    No

If yes, please provide a W-9 form.

If no, does individual have a U.S. issued social security number or ITIN? Yes    No

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.

The following forms will be needed:

- **Certificate of Foreign Status** (If foreign person or foreign entity performing service outside the U.S.)
- **W-9** (If resident alien)

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 http://finance.tamu.edu/fms/ap

Forms required in addition to forms completed by GLACIER:

- **Copy of passport**
- **Letter of consent from Responsible Officer of other University** (If J-1 visa sponsored by another university)
- **Letter of consent from TAMU Responsible Officer** (If J-1 visa sponsored by TAMU)