

Guest Travel Reimbursement Form

When finished, send to Geology & Geophysics HR Staff. (gg-travel-forms@utah.edu)

Guest Traveler Name _____

Mailing Address

Street _____ # _____

City _____ State _____ Country _____

Zip Code _____ Phone # (cell) _____

Destination(s)

City _____ State _____ Country _____

City _____ State _____ Country _____

City _____ State _____ Country _____

Dates Depart _____ Return _____

Purpose of Travel _____ Faculty working with _____

Reimbursement Includes

. Flight . Food

. Lodging . Other

Ground Transportation

Funding Source (if known)

Activity _____

Project _____

Additional Information

Complete one of the following forms: [W9](#) [W-8BEN](#) (if you are international)