GUEST FACULTY REIMBURSEMENT INSTRUCTIONS

The NYU Post-Graduate Medical School is pleased to reimburse guest faculty for travel and accommodations expenses. In order to receive your reimbursement or honoraria or both (if applicable), we ask that you complete the following steps:

1. Complete all requested information on attached Guest Faculty Travel Reimbursement Form*.
2. Enclose original receipts of all reimbursement.

*Note: This form is required for payment of honorarium – please return even if you have no travel expenses to claim.

Mail to: Akela Etienne-Forbes
NYU Post-Graduate Medical School
550 First Avenue
New York, NY 10016

University Regulations:

- Reimbursement can only be issued when original receipts are provided. If you have lost or misplaced a receipt for an expense over $50, please contact Akela at 212.263.5297. Reimbursement will be provided; however, the amount will be processed as reportable income.
- Passenger copy of airline/train/bus tickets must be included. A travel agent invoice is not valid for reimbursement. Travel may only be reimbursed for round-trip coach or economy class rates, or the equivalent (to be determined by our office if you have not traveled economy/coach).
- Car mileage is reimbursed at the standard business mileage rate in effect at the time of travel. Please include Google Maps/MapQuest details of your route.
- If you did not complete the W-9 (US Faculty)/W8-BEN (International Faculty) form and Vendor Profile Form that were emailed to you, please do so now and return them to Akela.Etienne-Forbes@nyumc.org before you submit your reimbursement.

Additional Information for All International Speakers:

- Please provide us with a copy of the first two pages of your passport.
- We have found that wire transfers improve the time it takes for you to receive your reimbursement. Therefore, you may choose to complete the International Wire Enrollment Form to receive payment in this fashion. Please request this form from Akela if you choose to take this route (Akela.Etienne-forbes@nyumc.org)

GLACIER Paperwork

- If you are not receiving an honoraria and therefore the payment is strictly a reimbursement, you do not need to complete the GLACIER online paperwork, as this is a non-taxable payment.
- If you are receiving an honoraria you have two choices:
  - If you access GLACIER and complete the paperwork, you will NOT be taxed at the maximum rates. GLACIER (an online system) should have automatically sent you an email message with instructions on how to access GLACIER and alerting you to access GLACIER immediately to input your data (please note: the email is sent from the GLACIER Support Center support@online-tax.net). Once all of the data was entered into GLACIER, you should have been instructed to print forms and provide other applicable documentation directly to the Nonresident Alien Tax Specialist.
If you do not access GLACIER and complete the paperwork within the designated time period, tax will be withheld at the maximum rates.

- If you simply choose not to complete the paperwork, please notify us as soon as possible so we do not delay your payment. Please email Akela at Akela.Etienne-forbes@nyumc.org to notify her of this.

Reimbursements will be processed upon receipt of all completed paperwork. You may expect payment between 45-60 days after our receipt. If you have any questions, please call 212.263.5297 and Akela can assist you.
NYU POST-GRADUATE MEDICAL SCHOOL

GUEST FACULTY TRAVEL REIMBURSEMENT FORM

Course Name: ____________________________  
Course Date: ____________________________

Name: ____________________________________________________________________________________

Home Address: _____________________________________________________________________________

Address __________________________________________________________________________________

City ____________________________  State/Province ____________________________  Zip ____________________________

Country ____________________________

Daytime Telephone: ____________________________  Fax: ____________________________

Email: ____________________________________________________________________________________

Expenses

Air/Train/Bus Ticket $ __________
Taxi to/from Airport $ __________
Taxi to/from Meeting $ __________
Automobile Mileage + Map details $ __________
Automobile Rental $ __________
Parking/Tolls $ __________
Lodging* $ __________

(*Only include if we have not handled your hotel reservation; requires approval by NYU PGMS)

Total Expenses $ __________