

BOSTON COLLEGE REIMBURSEMENT INSTRUCTIONS

Thank you for participating in the 13th William Rowan Hamilton Geometry & Topology Workshop. You have been selected to receive travel support from Boston College. To ensure a timely reimbursement, please review the following reimbursement instructions:

1. You must be set up as a Boston College vendor to receive any payment. If you are a US citizen, please send your full name and current mailing address to Patrick Coleman (patrick.coleman.2@bc.edu). If you are a foreign citizen, please complete the Foreign Vendor Registration Form and the W8-BEN form.
 - a. The Foreign Vendor Registration Form and W8-BEN available at the bottom of the Boston College Procurement webpage: <http://www.bc.edu/offices/buy/businesswith.html>
2. Prior to submitting your expenses for reimbursement, make sure you have all required documentation:
 - a. Your travel itinerary
 - b. Your boarding passes
 - c. Method of payment
3. Submit your travel receipts to Patrick Coleman no later than October 1st. You may submit electronically via email (patrick.coleman.2@bc.edu) you can mail hard copies to the following address:

Boston College
Manager, Finance & Administration
Morrissey College of Arts and Sciences Service Center
Patrick Coleman, Higgins 356
140 Commonwealth Ave
Chestnut Hill, MA 02467

If all paperwork is in order and your vendor registration is complete, you will receive your reimbursement check within 7 to 10 business days. All questions about this process can be directed to Patrick Coleman at 617-552-6941.