

## Contact Information

---

- 1) First Name: Click or tap here to enter text.      Last Name: Click or tap here to enter text.
- 2) Phone Number: Click or tap here to enter text.
- 3) E-mail Address: Click or tap here to enter text.
- 4) House Address: Click or tap here to enter text.

To process any reimbursement, we will be utilizing the contact information above to register you as a supplier in our system. You will receive an e-mail from our department letting you know once the requisition has been submitted, at which time you will need to look out for an e-mail from [supplierregistration@mail.wvu.edu](mailto:supplierregistration@mail.wvu.edu). They will let you know what is needed to complete your supplier registration (i.e., provide W-9, banking info, etc.). **Please note that this e-mail may automatically redirect to your junk mail.**

## Travel Information

---

Please provide your travel itinerary by indicating your arrival and departure dates:

5) I would like to arrive to WVU on: Click or tap to enter a date.

6) I would like to depart WVU on: Click or tap to enter a date.

### Transportation

For all travel arrangements, we are required to utilize West Virginia University's standard travel and expense management platform, myTravel. Please complete the questions below so Vanessa Stevens ([vanessa.stevens@mail.wvu.edu](mailto:vanessa.stevens@mail.wvu.edu)) can work with you to book your travel on your behalf.

7) I will be driving my personal vehicle: Yes  No

*If yes, you will be reimbursed at the IRS mileage rate for your travels to and from WVU. You do not need to keep receipts.*

8) I will need to book a flight: Yes  No

a) Time preference for both flights: Click or tap here to enter text.

9) I will need a rental vehicle: Yes  No

*If yes, you will need to keep all fuel receipts to receive reimbursement.*

10) I plan to use taxi/uber services: Yes  No

*If yes, you will need to keep all receipts to receive reimbursement.*

### Lodging

11) I will need a hotel room: Yes  No

*If yes, please note that all incidental expenses (i.e. room service, entertainment, health club, etc.) will be at your own expense.*

### Meals

12) I would like to claim meal per diem: Yes  No

*If yes, you will be reimbursed at the GSA rate, and meals provided by WVU will be deducted. You do not need to keep receipts.*

**Additional comments/requests:** Click or tap here to enter text.

Please forward this completed form in Microsoft Word format to your WVU host and Vanessa Stevens ([vanessa.stevens@mail.wvu.edu](mailto:vanessa.stevens@mail.wvu.edu)) at your earliest convenience.

Once you've returned home, please scan and send all **itemized** receipts to Vanessa Stevens.