Virginia Commonwealth University
Procurement Services
Guest Reimbursement Form
Not to be used for VCU employee reimbursements

This form must be completed and submitted to VCU Procurement Services to process a reimbursement for a non-employee through the Electronic Reimbursement Tool. Completed form should be emailed to vendinfo@vcu.edu. This is a secure email. After sending the request, delete from your sent email folder and do not keep a hard copy.

Note: If the individual has a foreign address, a completed wire transfer form will be required with the submission of the travel expenses. http://procurement.vcu.edu/files/DomesticWiresForm.pdf. This form will need to be included with the expense documentation submitted through the ERT and should not be submitted with the Guest Reimbursement Form.

Full Legal Name: First Last M.I.

Home Address:
City: State: Zip: Country:

Social Security Number (SSN)

Certification: Under penalties of perjury, I certify that:
The number(s) shown on this form is my correct taxpayer identification number(s) and (2) I am a US person (including a US resident alien), and (3) I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding. You must cross out item (3) above if IRS has notified you that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

Signature Date

If the individual is currently in Banner provide Banner Vendor Number (V#).
Banner Vendor number (V#)

Please confirm that the individual's "Remit to" address in Banner (FTMVEND) is correct.

Questions regarding this form should be directed to Vendor Create at 804-828-6977 or 828-0903.