

FAQ About Reimbursement for NDMS Infectious Disease Transport and Mortuary Care Meeting

FAQ About Reimbursement for Non-US Attendees

HOW MUCH WILL I BE REIMBURSED?

Participants will be reimbursed for expenses associated with the U.S. National Disaster Medical System Infectious Disease Transport and Mortuary Care Meeting.

WHAT DOCUMENTATION DO I NEED TO SUBMIT IN ORDER TO BE REIMBURSEMENT?

If you are a not a U.S. citizen you'll need to submit:

- Copies or photos of:
 - o Receipts*
 - o Visa
 - o I-94 Form
 - o Passport Page
- Signed UNMC Visiting Personnel Form

If you've misplaced your I-94 form you can print your retrieve it and print it through the U.S. Custom and Border Protection (CBP) website: <https://i94.cbp.dhs.gov/i94/#/recent-search>



If you are a Resident Alien you'll need to submit:

- Copies or photos of:
 - o Receipts*
 - o Green Card
- Signed UNMC Visiting Personnel Form

If you are a U.S. citizen you'll need to submit:

- Copies or photos of receipts*
- Completed [W-9 Form](#)
- Completed U.S. Citizenship Attestation Form
- Signed UNMC Visiting Personnel Form

*Please note that alcohol is not a reimbursable expense, and that meal tips will only be reimbursed up to 20% of the pre-taxed total.

HOW DO I SUBMIT MY RECEIPTS AND SUPPORTING DOCUMENTATION?

You can email Mrs. Rachel Maley (rachel.maley@unmc.edu) all of your receipts and supporting documentation as outlined above. If you would prefer to stop by the reimbursement table during the NDMS meeting, we will take photos of these for you.

Mrs. Maley will complete and return the reimbursement form for your review and approval before submitting your request for reimbursement.

WHEN WILL I BE REIMBURSED?

Please allow four to six weeks from the time you submit all documentation to process the reimbursement request.

WHO CAN I CONTACT IF I HAVE ANY QUESTIONS REGARDING REIMBURSEMENT?

You can contact Mrs. Rachel Maley at Rachel.maley@unmc.edu.

FAQ About Reimbursement for Domestic Attendees

HOW MUCH WILL I BE REIMBURSED?

Meeting Attendees will be reimbursed for expenses associated with the U.S. National Disaster Medical System Infectious Disease Transport and Mortuary Care Meeting.

WHAT DOCUMENTATION DO I NEED TO SUBMIT IN ORDER TO BE REIMBURSEMENT?

If you are a U.S. citizen you'll need to submit:

- Copies or photos of receipts*
- Completed W-9 Form
- Completed U.S. Citizenship Attestation Form
- Signed UNMC Visiting Personnel Form

If you are a Resident Alien you'll need to submit:

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 - o Receipts*
 - o Green Card
- Signed UNMC Visiting Personnel Form

If you are a not a U.S. citizen you'll need to submit:

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 - o Visa
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