

## Instructions for Travel Expense Reimbursement & Honorarium Payment\*

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Please submit all of your travel expenses and tax forms/additional documents (if eligible for an honorarium payment) in one submission within 6 weeks of the conclusion of course.

<https://meetings.cshl.edu/expenses/expenses-form.aspx>

Chrome or Firefox web-browsers are recommended)

### IRS Tax Form(s) & Additional Documents Required for Honorarium Payment

Please refer to the table below to determine which tax form(s)/additional documents are required based on your current citizenship or visa status. These forms and documents are mandatory for those eligible for an honorarium payment.

Submission of your completed and signed tax form(s) & additional documents may be submitted a few different ways:

- 1) Upload with your travel expense receipts via our secure online form (see link above)
- 2) Email the proper tax form(s) and supporting documents to the Course Registrar
- 3) In-person at the front office (located on the lower level of Grace Auditorium at Cold Spring Harbor Laboratory's main campus)

Virtual Participants:

If you are *not* a U.S. Citizen and are teaching from outside the United States, please complete the [Statement for Services Performed Outside the U.S.](#) form.

*If you do not wish to claim an honorarium, please contact the Course Registrar*

\* *if eligible*

| Citizenship/Visa Status  | Tax Form & Additional Documents (if any)   |
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| <b>Statuses 2 - 12 Require All of the Following Additional Documents:</b>  | <ul style="list-style-type: none"> <li>Passport identification page(s)</li> <li>United States visa stamp and/or entry/admission stamp</li> <li>Recent I-94 Record (<a href="https://i94.cbp.dhs.gov/I94/#home">https://i94.cbp.dhs.gov/I94/#home</a>)</li> <li>Travel History Log (<a href="https://i94.cbp.dhs.gov/I94/#home">https://i94.cbp.dhs.gov/I94/#home</a>)</li> </ul> |
| <b>1) United States Citizen</b>  | <ul style="list-style-type: none"> <li>W9 Form*</li> </ul>   |
| <b>2) United States Legal Permanent Resident</b>   | <ul style="list-style-type: none"> <li>W9 Form*</li> <li>Green Card Scanned Copy</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>   |
| <b>3) Adjustment Applicant (Green Card Pending)</b>  | <ul style="list-style-type: none"> <li>W9 Form*</li> <li>Foreign National Tax Form</li> <li>I-797 Approval Notice</li> <li>EAD card</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>  |
| <b>4) B-1 Business Visitor Visa</b><br><b>5) B-2 Tourist Visitor Visa</b><br><b>6) WB Business Waiver</b><br><b>7) WT Tourist Waiver</b> | <ul style="list-style-type: none"> <li>Foreign National Tax Form</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>   |
| <b>8) H-1B Visa</b>  | <ul style="list-style-type: none"> <li>I-797 Approval Notice</li> <li>Foreign National Tax Form</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>  |
| <b>9) F-1 Visa</b>   | <ul style="list-style-type: none"> <li>All pages of I-20</li> <li>EAD card for OPT</li> <li>Foreign National Tax Form</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>  |
| <b>10) J-1 Visa</b>  | <ul style="list-style-type: none"> <li>W9 Form*</li> <li>DS-2019</li> <li>Foreign National Tax Form</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>  |
| <b>11) J-2 Visa</b>  | <ul style="list-style-type: none"> <li>DS-2019</li> <li>EAD card</li> <li>Foreign National Tax Form</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>  |
| <b>12) TN Visa</b>   | <ul style="list-style-type: none"> <li>I-797 Approval Notice (if any)</li> <li>Foreign National Tax Form</li> <li><i>All Passport, I-94 &amp; Travel History documents (details listed above)</i></li> </ul>   |

*\*If you have submitted your W9 Form to CSHL previously, a new W9 form is only required if you have had a name/address change or if specifically requested by CSHL\**

If you encounter any technical issues with your online submission, please send any error messages or description of the problem to [meetings@cschl.edu](mailto:meetings@cschl.edu).