

**INTERNATIONAL SCHOLAR
2016-2017 TRAVEL REIMBURSEMENT FORM**

Student Name (Please Print)

Class

Williams ID

We will add the cost of one round-trip between your home and Williams College to your student budget and increase your grant from Williams by this same amount. If you are making two one-way trips, your grant increase will be applied to your award by semester as the tickets are purchased. The spring semester will not be added until you provide a copy of the receipt for the purchased ticket for that flight.

You must contact the Bursar's Office – bursar@williams.edu or 413-597-4396 - to determine if you are eligible for a credit balance refund.

Please complete and submit this form when your travel plans are confirmed or upon your return to campus in September.

Travel Cost:

1. Ground transportation from your home to airport (Maximum \$100)
Date of trip: _____ \$ _____

2. Round trip airfare – if arranged and paid by YOU:
***You must attach a copy of your ticket receipt
which includes the cost in U.S. dollars to this form*** \$ _____

Date and point of departure _____
Date and arrival destination _____
Date and return destination _____

If your airline ticket was arranged through the college travel agent do not complete this item.

3. Ground transportation from U.S. airport to the Williams campus (Maximum \$100)
Date of trip: _____ \$ _____

4. Total \$ _____

Signature _____

Date _____