

**INTERNATIONAL SCHOLAR  
2019-2020 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 Office of Student Accounts— [studentaccounts@williams.edu](mailto:studentaccounts@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.

Travel Cost:

1. Ground transportation from your home to airport (Maximum \$100)  
Date of trip: \_\_\_\_\_ \$ \_\_\_\_\_
  
2. Airfare – if arranged and paid by YOU:  
***You must attach a copy of your ticket itinerary and 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 \_\_\_\_\_