INTERNATIONAL SCHOLAR
2015-2016 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 ______________