Christine Straw <cs2913@columbia.edu> 📎 🚩   February 19, 2014 3:35 PM
Cc: Nick Redding <nsr2118@tc.columbia.edu>, Christianna Gozzi <cgozzi@ei.columbia.edu>, Kyong Mazzaro <kmazzaro@ei.columbia.edu>, Meg Markle <mmarkle@uwm.edu>
Bcc: Andrea Bartoli <andrea.bartoli@shu.edu>, Roi Ben-yehuda <rbenyehuda76@hotmail.com>, Lan Bui-Wrzosińska <wrzosinska@gmail.com>, Heidi and Guy Burgess <burgess@colorado.edu>, Danny Burns <D.Burns@ids.ac.uk>, "Diana.Chigas@tufts.edu Chigas" <Diana.Chigas@tufts.edu>, Aldo Civico <civico@andromeda.rutgers.edu>, Peter Coleman <coleman@exchange.tc.columbia.edu>, alexa courtney <alexamariecourtney@gmail.com>, Joshua D Fisher <jf2788@columbia.edu>, Beth Fisher-Yoshida <bf2017@columbia.edu>, "Howard (NIH/OD) [E] Gadlin" <GadlinH@od.nih.gov>, Orit Gal <oritgal9@gmail.com>, Karen Grattan <karen.grattan@groupw.com>, Stephen Gray <gray.stephen@gmail.com>, Tucker Harding <th2252@columbia.edu>, Larry S Liebovitch <larry.liebovitch@qc.cuny.edu>, Ben Ramalingam <b.ramalingam@odi.org.uk>, Josefine Roos <josefine.roos@gmail.com>, David Stanfield <jdstanfi@wisc.edu>, Stuart Tjip Walker <stwalker@usaid.gov>, "ricardo.wilson-grau@inter.nl.net Wilson-Grau" <ricardo.wilson-grau@inter.nl.net>, Chris Straw <cstraw@att.net>
DST Innovation Lab - Travel Booking & Reimbursement

4 Attachments, 487 KB

Dear Lab Participant,

Over the past two-three weeks I've reached out to you to confirm/reconfirm your funding needs for your airfare to Hawaii. We've identified <u>2 options to book your travel</u>. **PLEASE BOOK TRAVEL NO LATER THAN APRIL 1.**   July is tourist season in HI and suspect that airfares will only increase and seats more limited the closer we get to July 20.

OPTION 1: <u>**Book through our local NYC travel agent, STA,**</u> and have the ticket billed to Columbia University (CU), AC4 up to the amount budgeted. If you are including other stops/business in your plans, STA can split the bill between CU and your credit card.

OR

OPTION 2: <u>**You book the flight**</u> and submit a reimbursement request to CU, AC4 up to the budgeted amount. For those <u>within the US,</u> we can reimburse you after you've paid for your ticket and either before or after travel is completed. For those <u>outside of the US,</u> we will only be able to reimburse you AFTER travel completed.

More details on procedures for each of these options is provided below.

We understand that this can be a confusing process and appreciate your patience with it. Please don't hesitate to contact me with any questions.

Thank you!
Chris

_____

OPTION 1: Use our travel agent, STA
To book through STA, please follow these procedures:
1. Send an email to bdw@statravel.com. In that email, please include:

   - A reference to the DST Innovation Lab coordinated by Columbia University, AC4, Chris Straw
   - Dates of travel and where you are traveling from
   - Name as listed on you passport or ID they will be traveling with
   - Date of birth

2. STA will get back to you within 1 business day to coordinate itineraries
3. When itinerary agreed to, STA will hold booking. CU, AC4 will confirm approval and STA will ticket.
4. STA will bill AC4 up to the budgeted amount and charge your credit card for any additional costs, if needed.

OPTION 2: You book the flight and Columbia University reimburses
There is a two step process to set up the accounting records here at Columbia to reimburse you. If you are outside of the US, we can only reimburse you AFTER travel is completed.

If you'll be using this option, please advise and we'll help you through the following procedures step-by-step.

<u>Step 1. "Set-up" for payment</u>
This step can be completed as soon as you decide that you'll be booking the flight and need reimbursement. (If you've ben reimbursed by Columbia University in the past, Skip to Step 2. Step 1 is completed and you'll only need to submit documentation related to your flight for this summer. If your not sure, contact me and we can easily check). Please send info to me at cs2913@columbia.edu. Note: this process can take up to six weeks to complete.

   - For those inside the US, complete a W-9 (http://www.irs.gov/pub/irs-pdf/fw9.pdf) or for those outside of the US, complete W-8Ben(http://www.irs.gov/pub/irs-pdf/fw8ben.pdf). These forms are attached.
   - Email address
   - Phone contact information (needed for both those residing inside and outside of US)
   - Name and Address (match W-9 or W-8Ben)
   - Mailing Address for a check if different from W-9. NOTE: For those <u>outside of the US</u>, we can only wire funds to your account. We cannot send a check.

NOTE: If we reimbursed you for travel to the Lab last year, skip to Step 2.

<u>Step 2. Reimbursement</u>
For those <u>within the US</u>, please submit the following to me at cs2913@columbia.edu

   - Paid invoice with name, flight information and total cost of the ticket
   - Completed Reimbursement Form (Two forms are attached - one for for CU employees and another for non-CU employees; please choose the appropriate form.)
   - Confirm address to send check to (preferred)

      IF you prefer <u>Direct Deposit,</u> please contact me and I'll send you the appropriate form to confirm your checking account information.

For those outside of the US, please do the following:

- Submit the following to me at cs2913@columbia.edu
  - Paid invoice with name, flight information and total cost of the trip
  - Completed Reimbursement Form (Two forms are attached - one for for CU employees and another for non-CU employees; please choose the appropriate form.)
  - Copies of the ID page of your passport, passport stamp of entry and Customs forms.

- Contact me for an International Wire Transfer Form so we can obtain the information we'll need to wire funds directly to your bank account. Note: we cannot mail a check internationally.

W9.pdf (112 KB)

Form **W-8BEN**	**Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding**	
(Rev. February 2006)	▶ Section references are to the Internal Revenue Code. ▶ See separate instructions.	OMB No. 1545-1621
Department of the Treasury Internal Revenue Service	▶ Give this form to the withholding agent or payer. Do not send to the IRS.	

Do not use this form for: **Instead, use Form:**
- A U.S. citizen or other U.S. person, including a resident alien individual W-9
- A person claiming that income is effectively connected with the conduct
  of a trade or business in the United States W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (see instructions for exceptions) . . . . . . W-8ECI or W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization,
  foreign private foundation, or government of a U.S. possession that received effectively connected income or that is
  claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (see instructions) . . . . W-8ECI or W-8EXP

Note: *These entities should use Form W-8BEN if they are claiming treaty benefits or are providing the form only to claim they are a foreign person exempt from backup withholding.*
- A person acting as an intermediary W-8IMY

Note: *See instructions for additional exceptions.*

Part I Identification of Beneficial Owner (See instructions.)

1 Name of individual or organization that is the beneficial owner	2 Country of incorporation or organization

3 Type of beneficial owner: ☐ Individual ☐ Corporation ☐ Disregarded entity ☐ Partnership ☐ Simple trust
☐ Grantor trust ☐ Complex trust ☐ Estate ☐ Government ☐ International organization
☐ Central bank of issue ☐ Tax-exempt organization ☐ Private foundation

4 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address.**

City or town, state or province. Include postal code where appropriate.	Country (do not abbreviate)

5 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.	Country (do not abbreviate)

6 U.S. taxpayer identification number, if required (see instructions) ☐ SSN or ITIN ☐ EIN	7 Foreign tax identifying number, if any (optional)

8 Reference number(s) (see instructions)

Part II Claim of Tax Treaty Benefits (if applicable)

9 **I certify that (check all that apply):**
a ☐ The beneficial owner is a resident of ....within the meaning of the income tax treaty between the United States and that country.
b ☐ If required, the U.S. taxpayer identification number is stated on line 6 (see instructions).
c ☐ The beneficial owner is not an individual, derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits (see instructions).
d ☐ The beneficial owner is not an individual, is claiming treaty benefits for dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation, and meets qualified resident status (see instructions).
e ☐ The beneficial owner is related to the person obligated to pay the income within the meaning of section 267(b) or 707(b), and will file Form 8833 if the amount subject to withholding received during a calendar year exceeds, in the aggregate, $500,000.

10 **Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article .... of the treaty identified on line 9a above to claim a .... % rate of withholding on (specify type of income): ....
Explain the reasons the beneficial owner meets the terms of the treaty article: ....
....

Part III Notional Principal Contracts

11 ☐ I have provided or will provide a statement that identifies those notional principal contracts from which the income is **not** effectively connected with the conduct of a trade or business in the United States. I agree to update this statement as required.

Part IV Certification

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:
1 I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates,
2 The beneficial owner is not a U.S. person,
3 The income to which this form relates is (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income, **and**
4 For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.
Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner.

Sign Here ▶ _____   _____   _____
Signature of beneficial owner (or individual authorized to sign for beneficial owner)   Date (MM-DD-YYYY)   Capacity in which acting

For Paperwork Reduction Act Notice, see separate instructions.   Cat. No. 25047Z   Form **W-8BEN** (Rev. 2-2006)
✲ *Printed on Recycled Paper*

Employee R....xls (247 KB)

Non–emplo...et.xls (34 KB)

Christine Straw, DST Lab Coordinator
Advanced Consortium on Cooperation, Conflict and Complexity