



## DISBURSEMENT REQUEST FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Expenses for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total \_\_\_\_\_ USD

**1) sign below, 2) scan the completed form and all receipts, and  
3) email all documents to [slbpayables@bill.com](mailto:slbpayables@bill.com)  
DO NOT SEND FILES IN A ZIPPED FOLDER. SEND ALL PAGES COMPILED  
TOGETHER INTO A SINGLE PDF TO ENSURE RECEIPT**

### ***Payment Information***

**If you reside inside the U.S.**, you will receive an email after submission with options for receiving a check or direct deposit to your U.S. bank.

**If you reside outside the U.S.** and prefer a direct bank deposit, include in the pdf packet, your complete bank details for wire transfer (account name, SWIFT code and IBAN number). If no bank information is received with your initial request, a check in USD will be mailed.

**Note:** If your request is for an award stipend or other payment **not associated** with a travel expense reimbursement, proper tax reporting documentation is required. Requests without the appropriate tax reporting forms cannot be processed.

- US – [download W9](#) form to be completed and returned with the request form.
- Non US – [download W8-BEN](#) form to be completed and returned with the request form.

Signature \_\_\_\_\_ Date \_\_\_\_\_