Senior Design Project Purchases and Reimbursements Guidelines and Rules

This document outlines the following information:

- Completion of the Guidelines Quiz – required by all students
- Team Budget
- Site Visits to Your Sponsor and Reimbursements for the Travel
- 3D Printed Parts from an Outside Source
- Purchases over $50 and Purchases under $50 (READ PRIOR TO MAKING PURCHASES!!!)
- Receiving Reimbursement for Purchases
- Process for Having Cindy Make Purchases (Purchases over $50)
- Non-refundable Expenses (READ PRIOR TO MAKING PURCHASES!!!)
- Conference rooms for meetings and sponsor teleconferences/SKYPE
- RIMS Accounts
- Software Purchases, File Sharing Websites, and Using Subcontractors

All forms mentioned in this document can be found on the Learning Factory website under the Student Tab http://www.lf.psu.edu/Students/forms.aspx

Travel reimbursement forms and petty cash reimbursements will be accepted on Tuesdays and Thursdays only 8:30 a.m. to 4:00 p.m.

Material Requests Forms can be submitted anytime via email to Cindy (preferred) or in person.

REIMBURSEMENT AND GUIDELINES QUIZ – deadline is Friday, September 14, 2018

ALL STUDENTS are required to complete the online Purchase and Reimbursement quiz by the deadline date mentioned above or before assistance is needed from the LF staff, whichever comes first. The quiz is located in Canvas through your capstone course. You must bring a hard copy with your name on it (no emails) of successful (100%) completion to the Learning Factory office in 314C Leonhard Building. You only need to bring proof once and it will be kept on file for future use. You will not receive assistance until you take the quiz. Everyone must take the quiz, no exceptions.

Team Budget: Up to $1000 to be used for materials and supplies REQUIRED for the project, and limited travel expenses. Each team should designate a bookkeeper to keep track of expenses. The bookkeeper is NOT responsible for placing orders or requesting reimbursement on behalf of a teammate.

IMPORTANT! IMPORTANT! IMPORTANT!

- Teams cannot purchase items in the last two weeks of classes that are not REQUIRED for completion of the project. Last minute requests must go through the Learning Factory staff and may or may not be approved.
- Sponsors may ask you to buy ‘extra’ materials/supplies to ‘use up the budget.’ This is NOT PERMITTED and the purchase/reimbursement request will be DENIED!
- Sponsors and instructors cannot give approval for last minute purchases, however, they may be consulted by the Learning Factory staff, if needed.

RECEIPTS REQUIRED:

To receive reimbursement for expenses, students must complete the correct form and submit actual, itemized receipts that include the date and company name. If providing a credit card receipt, it must also have an itemized receipt accompany it. Credit card receipts alone are not acceptable. All types of reimbursement requests will require submission of either a Travel Reimbursement form or a Petty Cash form.

*****************************************************************************
Site Visits to Sponsor – What do I do?

1. Prior to the first visit, complete the Emergency Contact form and email a copy to your instructor and Cindy.
2. HOTEL (if applicable): Students should make and pay for their hotel accommodations and then request reimbursement upon return. Double-up in one room when possible. Submit detailed/itemized 'paid' hotel receipt.
3. MEALS:
   a. Students will receive reimbursement for meals for overnight site visits ONLY and are in excess of $10.00 (total of all meals). Meals purchased within 30 miles of State College will not be reimbursed.
   b. Group meals are not permitted. Each student must buy their own meals and request reimbursement.
   c. PSU allows up to a 20% tip.
   d. The University has a meal per diem policy which means there is a maximum in which you can be reimbursed and it varies based on where and when you traveled. For your reference, the Federal rules governing per diems are here [link to website]. A handy tool can be found here: [link to website].
4. TRANSPORTATION (two options): You can use your own vehicle or you can use a rental car. See below.
   a. Use your own vehicle. Mileage or gas receipts (whichever is cheapest) are reimbursable on personal vehicles with a starting point of State College, PA, to the address of the sponsor company, and back to State College, PA. Mileage reimbursement rate is currently $.54.5 cents per mile.
   b. Rent a car. PSU WILL ONLY REIMBURSE RENTAL CARS FROM NATIONAL or ENTERPRISE. Use the Big Ten Corporate Discount Number (XZ40034) when reserving a vehicle. When picking up the vehicle, students must present a letter of authorization signed by the renter’s instructor, on Institution letterhead, which states the purpose of the rental and specifically indicate that the vehicle will be used for an official Institution function or purpose. Students must also have a valid credit card. Students age 18-20 shall be restricted to rentals of Economy, Compact, Midsized/Intermediate, Standard, Full Size, Minivan and Midsized/Standard SUV vehicle classes. If you reserve the car under this program, you should not request or be asked to choose the young renters fee. It is already included. If you rent the vehicle but do not use this program you will have to choose the young renters fee. Reimbursement for the vehicle will include basic cost of rental car, applicable taxes, young driver fee, and only the days you traveled for the project. Additional coverage voluntarily purchased by the driver will NOT be reimbursed (e.g. damage waiver, liability fees, roadside assistance fees, etc.). If you return after the agency is closed, they have drop boxes for the keys. Rental of the car beyond your actual travel dates will not be reimbursed so if you keep the car an extra day(s), you will not receive reimbursement or coverage for those days.

Reimbursement For Travel – What do I do to get reimbursed? Read each step.

Within 30 days after traveling, bring the original receipts and appropriate travel reimbursement form (one per trip) to 314 Leonhard. DO NOT EMAIL YOUR FORM AND RECEIPTS to Cindy.

If you are an employee of PSU (RA, TA, Wage Payroll):
1. Complete the Employee Travel Reimbursement Form (not a Petty Cash form)
2. Submit itemized receipts (meals, rental car, hotel, tolls, parking, etc.)
3. If requesting personal mileage reimbursement, submit directions from Googlemaps or Mapquest to prove the distance driven. These will be kept on file.

If you are NOT an employee of PSU:
1. Complete the NON-Employee Travel Reimbursement form (not a Petty Cash form) and be sure to choose one of the three circles at the very top of the form. You may be required to complete a Non-Employee Information (NEI)*.
2. Submit itemized receipts (meals, rental car, hotel, tolls, parking, etc.)
3. If requesting personal mileage reimbursement, submit directions from Googlemaps or Mapquest to prove the distance driven. These will be kept on file.

*Note to international students, Section III of the Non-Employee Travel Reimbursement form might require you to submit a copy of additional documentation (e.g. I94, etc.). Please read it carefully.

3D Printed Parts – using an outside source – See Cindy for instructions.
**Purchases** - What do I do?

**Purchases over $50:** These purchases must be made by Cindy. She will not make purchases from Gearbest, eBay, and vendors outside of the US and Canada. Cindy will make purchases from Hobby King as long as the items are coming from the US Warehouse.

1. Complete a Material Request Form for each vendor and email it to Cindy. Orders will be placed same day or on the next business day.
   a. Amazon is considered one vendor even if items are from different vendors through Amazon. Only one form is needed for Amazon. Include the name of the vendor, the Amazon ASIN number found under Product Information (usually begins with a B), and a URL to the item.
   b. All orders will be shipped standard ground unless requested otherwise. PSU does not have Amazon Prime.
2. Cindy will forward to you the order confirmation, the shipment confirmation, and notify you when the items have been delivered to 314 Leonhard Building. Anyone from the team can pick up the packages.
3. Orders from Lowes or Home Depot:
   a. Can be called in by Cindy and picked up by students. You need to tell her if you want to pick up the order.
   b. Can be ordered online by Cindy and picked up by students.
   c. Students can go to the store, pick up the items, go to Customer Service (CS), and have CS call Cindy at her office to receive the credit card number over the phone. With this option, you will need to preplan with Cindy to make sure she's at her desk when your team goes shopping.

**Purchases under $50:** This policy is $50 (incl. shipping and tax) per student, per vendor/online vendor, per day. For example, students can go to Walmart, Target, and Radio Shack all in the same day and make $50 purchases at each location as long as each receipt does not exceed $50. Splitting up the purchases and receipts from one vendor in the same day IS NOT ACCEPTABLE if the day's total exceeds $50. HINT: Split up the items among your teammates and checkout and pay separately. Students may purchase from any vendor of their choosing (in-person or online).

**3D Printed Parts:** Talk to Cindy first. Students should work directly with the vendor. This includes setting up an account with their website, submitting the files, and paying for the parts (even if the parts exceed $50).

**Reimbursement for Purchase of MATERIALS UNDER $50 – What do I do to get reimbursed?**

1. Submit to Cindy a Petty Cash form with actual, itemized receipts. (Accepted Tue. & Thur. 8:30am – 4pm)
2. One form can be used for multiple receipts even if the purchases were made on different days. Be specific but brief with a ‘generic description’ on the form (e.g. nails, glue, nuts, bolts, pvc pipe, boards.) Do not include dimensions when entering the description. List an item only once even if it appears more than once on the receipt. Refer to the example at the end of this packet.
3. All receipts must be **original** and **itemized**, **submitted within 30 days**, contain vendor name and address, date of purchase, description of items, and proof of payment.
4. Each student must come for their own reimbursement.
5. Petty cash should be requested once a week but no more than 30 days after the purchase.

**Software Purchases** – **YOU CANNOT MAKE SOFTWARE PURCHASES** University Policy states that software purchases must get prior approval, therefore, all software purchases must be requested through and made by Cindy. She also needs confirmation or approval from the sponsor and instructor that the software is required in order to complete the project. **Software cannot be loaded onto personal computers.** Complete a Materials Request Form or send an email and include the exact use/need for the software and a URL link to the software. She will then request approval. Please allow time for the approval.

**File Sharing Websites** - Monthly subscriptions to file sharing websites are not considered software, therefore, students can purchase this on their own as long as MONTHLY subscriptions are available (versus 1 year subscription). Submit a petty cash form with a receipt showing proof of payment. When in doubt, talk to Cindy first.

**SUBCONTRACTORS** - PAYMENT TO VENDORS WHO ARE PROVIDING A SERVICE

**IMPORTANT:** Only Penn State can pay a subcontractor/vendor for providing a SERVICE. (This is different than purchasing an item.) **Students cannot pay for services, regardless of the amount.** It can take at least 7 business days until the vendor receives payment.

What is required on the invoice? Date, vendor name, address, phone number, contact person, tax exemption number if applicable, social security number if applicable, detailed description of the work performed, hourly rate if applicable, and total amount due.
Learning Factory (LF) Charges: When you use certain equipment and materials in the LF, the charges will be entered into the LF billing system by the staff and will be deducted from your budget at the end of the semester. Tell the LF staff you are working on a capstone project and provide them with the name of your project and sponsor company. They will find it in the billing system and charge your team accordingly.

Non-Refundable Expenses (BUT NOT LIMITED TO):
- Food/meals for sponsor or team meetings.
- Purchases made in the last two weeks of classes that were not preapproved and were not required to complete the project.
- Meals while on travel unless you meet the criteria listed in the Site Visits to Sponsor section.
- Taxi service in the State College area UNLESS your sponsor is located in State College.
- On-campus parking.
- All clothing or shoes. Team shirts are NON-REFUNDABLE even if your sponsor or instructor suggest it.
- Give-a-ways, trinkets, gift cards, etc. for focus groups or any other recipient.
- Mileage to and from rental car agency.
- Voluntary coverage on rental cars (e.g. damage waiver, liability fees, roadside assistance fees, etc.).
- Rental of the car outside of your travel dates. For example, if you return after the agency is closed, all of them have drop boxes for the keys. Therefore, rental of the car beyond your actual travel dates will not be reimbursed.

Returning Unused or Incorrect Items: Cindy will process all returns and exchanges for teams. All unused or incorrect items should be returned to the vendor for a refund even if the project is under budget. Students must research vendors return/exchange policy, package up the items, (HINT: Keep original packaging until you are sure item is going to work.), provide the return shipping address and any pertinent information that the vendor requires. Credit will be issued to the team’s budget, however, any expenses incurred to return the items will deducted from the team’s budget.

RIMS Accounts: When setting up a RIMS account, you will need to contact Cindy Winkelblech for the budget and PI information.

Instructions for Reserving Conference Rooms

- Libraries: Use URL: http://reservations.psu.edu
- Conference Rooms Throughout the University: Use 25Live/Collegenet (see below).
- 312 Leonhard Building – capacity 16 - equipped with a conference phone only - Use 25Live/Collegenet (see below)
- Room 121 Engineering Services in The Learning Factory (Email Cindy See instructions below.)

**First Time Users of CollegeNet**– You will need to log into 25live/CollegeNet and allow one business day for your account to be verified and updated with your appropriate campus access.

To reserve using CollegeNet: https://25live.collegenet.com/psu

- Click on Event Wizard
  - Event Name – Enter your sponsor company name (Ex. Central PA 2, Ford 3, PSU MNE 1)
  - Event Title – Enter your capstone course number and section
  - Event Type – Choose “Meeting”
  - Sponsoring Organization – Choose Types → Academic Department → Your undergrad department
  - Occurrence – Follow the instructions based on your needs. NOTE: If you choose “Yes” for more than one occurrence, you will be prompted for the event end date on the next screen AFTER you enter the event start date.
  - Comments Section – Enter any relevant information you feel the approver needs to know.
  - You will receive email confirmations as the request goes through the approval steps

- 121 Engineering Services Building (located in The Learning Factory) – capacity 8 - equipped with a conference phone and SKYPE capabilities.
  1. You must send your request to Cindy at ckb2@psu.edu
  2. EACH TIME you request to use this room, provide the name of your sponsor company name (e.g. Boeing 1, Dresser Rand 2, GM1, Ford 3, Siemens 2, Central PA 1)
  3. Provide two time preferences in the event your first choice is not available
  4. Indicate the duration of time needed (e.g. 9:00 to 9:30 am)

International teams are encouraged to use SKYPE and other Internet-based communication methods.
**Example**

### RECEIPT FOR PETTY CASH EXPENDED

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Walmart</td>
<td>pens/glue/poster board</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td>Michaels</td>
<td>fabric, buttons, zipper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12.00</td>
</tr>
<tr>
<td>Home Depot</td>
<td>nuts, bolts, screws,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45.00</td>
</tr>
<tr>
<td></td>
<td>pvc pipe, plywood,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>wood board</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Employee who made purchases: I have been reimbursed for the purchases indicated above.
I understand that this reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

Total Reimbursement: 72.00

Name: Print your name here.

Signature: ____________________________ Date: _____________

Budget Administrator: The purchases for which reimbursement has been made are in compliance with University policy. This reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

Signature: ____________________________ Date: _____________

- You can include receipts from purchases made on different days. Do not complete a separate form for each receipt.

*ATTACH RECEIPTS WITHIN THIS AREA (use tape)*

If additional space is needed, attach receipt(s) by stapling to the back (one staple, upper left hand corner)

- Put the grand total for each receipt, do not put the amount of each item.

- If you have more than one receipt from the same vendor, you must list them separately.
# PENNSTATE NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

This form is required to be completed by all non-employee travelers.

- **Traveler's Name**: Jim Rowe
- **Mailing Address**: 1111 James Street, Apt. 21, State College, PA 16801
- **Daytime Phone #**: 814-863-6380
- **E-mail Address**: cka2@psu.edu
- **Business Purpose**: Visit company sponsor to discuss senior design project and review deliveries. The sponsor company is The Boeing Company.

### Departure

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>State College, PA</td>
<td>9/15/15</td>
<td>8am</td>
</tr>
<tr>
<td>Altoona, PA</td>
<td>9/15/15</td>
<td>1pm</td>
</tr>
</tbody>
</table>

### Arrival

<table>
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<tr>
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<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altoona, PA</td>
<td>9/15/15</td>
<td>9am</td>
</tr>
<tr>
<td>State College, PA</td>
<td>9/15/15</td>
<td>9pm</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Receipt Required?</th>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Airfare (if paid with personal funds)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Other Long Distance Transportation: Bus / Trains</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Local Metro / Subway / City Bus / Taxis</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Mileage (if personal vehicle)</td>
<td>120 Miles @ $4.5 cents per mile</td>
</tr>
<tr>
<td>Yes</td>
<td>Rental Car</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Fuel (rental car only)</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Taxi / Shuttle / Limo</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Meal Per Diem (from below)</td>
<td>$9.00</td>
</tr>
<tr>
<td>Yes</td>
<td>Other (please list)</td>
<td></td>
</tr>
</tbody>
</table>

**Total**: $78.00

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**Travel Expenses Not Reimbursed by PSU**: 0

**Amount Due Traveler**: $78.00

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### Daily Meal Per Diem

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
<th># of Days</th>
<th>Meals</th>
<th>Incidentally</th>
<th>All Meals</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/15</td>
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<td>1</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6.00</td>
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<tr>
<td>9/15/15</td>
<td>Altoona, PA</td>
<td>1</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$4.00</td>
</tr>
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</table>

See Penn State Travel Rates (http://lists.psu.edu/TravelRates) to determine the Daily Meal Per Diem rate

By submission of this expense form, I certify that: The expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip, and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not be receiving reimbursements from any other source for these expenditures nor have any of these expenses already been paid by another entity.

**Traveler's Signature**: [Signature]

**Date**: [Date]

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**Office Use Only - Distribution of Total Allowable Reimbursement**

Report Name (for ERS) or Doc # (for IBIS):

<table>
<thead>
<tr>
<th>Budget Number</th>
<th>Fund Number</th>
<th>Fund Name</th>
<th>Object Code</th>
<th>Cost Center / Project #</th>
<th>Amount</th>
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</thead>
</table>

Other Signature (Budget Admin / Executive, Supervisor)

Form Date: 3/2015
NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

This form is required to be completed by all non-employee travelers.

If Guest Travel Expenses are being paid, then residency status must be declared by Guest by checking the appropriate box:
- Guest is a United States Citizen: NEI form not required
- Guest is a Permanent Resident: NEI form required
- Guest is neither a United States Citizen nor a Permanent Resident: NEI form required, as well as all required documentation to authorize payment.

NEI form link: https://guru.psu.edu/forms/publib/NonEmplInfoForm.pdf
Additional documentation requirements link: https://guru.psu.edu/tools/NRAPaymentGuidelines.html

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**Traveler's Name**: Sara Jackson  
**Mailing Address**: 101G Jones Road, Apt. 101, State College, PA 16801  
**Daytime Phone #**: 814-863-6380  
**E-mail Address**: dje2@psu.edu  
**Business Purpose**: Visit company sponsor to discuss senior design project and review deliverables. The sponsor company is The Boeing Company.

**Notes**: Rode with Jim Rowe

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<table>
<thead>
<tr>
<th>Departure</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>State College, PA</td>
<td>9/15/15</td>
<td>9am</td>
<td>Alloona, PA</td>
<td>9/15/15</td>
<td>1pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrival</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alloona, PA</td>
<td>9/15/15</td>
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</tr>
<tr>
<td>State College, PA</td>
<td>9/15/15</td>
<td>2pm</td>
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**Receipt Required?**  
- [ ] Yes  
- [ ] No

**Expense Type**  
- [ ] Airfare (if paid with personal funds)  
- [ ] Other Long Distance Transportation: Bus / Trains  
- [ ] Local Metro / Subway / City Bus / Tolls  
- [ ] Mileage (if personal vehicle)  
- [ ] Rental Car  
- [ ] Fuel (rental car only)  
- [ ] Taxi / Shuttle / Limo  
- [ ] Parking  
- [ ] Lodging  
- [X] Meal Per Diem (from below)  
- [ ] Other (please list):

**Amount**  
- [ ] $0.00  
- [ ] $11.00

**Travel Expenses Not Reimbursed by PSU**

**Amount Due Traveler**  
- [ ] $11.00

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**Daily Meal Per Diem**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
<th># of Days</th>
<th>Meals</th>
<th>Incidents</th>
<th>All Meals</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15/15</td>
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<td>1</td>
<td>5.00</td>
<td></td>
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<td>$11.00</td>
</tr>
</tbody>
</table>

See Penn State Travel Rates (http://aos.psu.edu/TravelRates/) to determine the Daily Meal Per Diem rate.

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By submission of this expense form, I certify that the expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip, and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not be receiving reimbursements from any other source for these expenditures nor have any of these expenses already been paid by another entity.

---

**Office Use Only**

*Distribution of Total Allowable Reimbursement*

**Report Name (for ERS) or Doc # (for IBIS)**

**Traveler's Signature**

**Form Date**: 3/2015