To: Gastroenterology Fellows

From: KU Medical Center Continuing Education and Professional Development

Re: University of Kansas Gastroenterology Fellows’ Course 2017

Dear Gastroenterology Fellow,

Thank you for your interest in attending the Gastroenterology Fellows’ Course on April 7, 2017. As outlined in the course information we will be granting a travel award in the amount of $700 to offset any expenses you may occur in traveling to Kansas City.

Below are the requirements for receiving reimbursement for the travel stipend. The forms/information outlined below must be submitted to our office prior to the program or no later than May 19, 2017 in order for you to receive your stipend. Failure to meet these requirements may result in your payment being delayed or denied.

U.S. Citizens
- W-9 form (you may download a blank copy from the Fellows’ Course Registration page)
- All attendees will receive a 1099-Misc from at the end of the year which reports the funds you received for this stipend to the IRS as income.

Non-Resident Aliens
- Provide your legal name, institution and e-mail to Pam Simpson: psimpson3@kumc.edu. Once we have received your information you will receive an e-mail from Jeanne Cook (jcook2@kumc.edu) at KU Medical Center. She will send you log-in information to the Glacier Tax Compliance System. Upon completion of the required information in the system Ms. Cook will advise you of the further information we require from you for payment. This information will be used to determine if US income tax withholding is required. Once this information has been provided in full to Ms. Cook you will be issued payment less any applicable taxes.
H-1B Visa holders

- The federal requirements for an H1-B visa require that you are paid by your sponsoring institution. Please have your HR/Accounting department provide you with the provided invoice letter on your institution letterhead. Upon receipt of this letter we will pay your institution which will then pay you, less any applicable taxes.
- W-9 from the institution employing the attendee.

Thank you again for your interest in the Gastroenterology Fellows’ Course and for following all of the requirements for payment as outlined in this memo. We look forward to welcoming you to Kansas City in April.

Pam Simpson, MBA, CMP
Sr. Program Manager
Continuing Education and Professional Development

Cc: Kimberly Connelly
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