



INSTRUCTIONS:

CVRE requires a completed Research Participant Form sent to the Accounting department:

1. Complete electronic copy located on [www.cvre.org](http://www.cvre.org); **encrypt** and email to [AP@cvre.org](mailto:AP@cvre.org)
2. Complete and print the form. Deliver through interoffice mail or into Research office cubby – Attention: Accounts Payable. Please do not drop off onto individual desks in the CVRE Admin office.

Travel and other costs must be supported by appropriate documentation:

1. For mileage a map is required showing mileage travelled.
2. Other reimbursements must include original documentation i.e. parking tickets.

IRS W9 Forms are available at:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>