***Travel Reimbursement Payments to a Foreign National (no honorarium)***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pre-arrival planning:**

* Finalize the activity details: title of activity; date and which travel expenses will be reimbursed.
* Confirm if foreign national is eligible to receive a Travel Reimbursement.
* Send invitation letter to the foreign national to communicate the details of the activity

**When the individual has arrived on campus:**

* Make a copy of identity page in passport (make sure copy is readable).
* Make a copy I-94 or port of entry stamp in passport (make sure copy is readable).
* Complete Expense Report.
* Foreign national signs print version of the ER (Faxed or scanned copies are acceptable for payment).

**Attach the following to the ER:**

* ER, signed by foreign national.
* Copy of passport identity page.
* Copy of I-94 or port of entry stamp in passport.
* For Canadians, a copy of either driver’s license AND social insurance card OR copy of passport identity page.

**Pay the foreign national**

* Check should be mailed to the department **OR**
* Check will be mailed directly to the Traveler