

## ***Paying Travel Reimbursement to Foreign National***

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**Name of Foreign National:** \_\_\_\_\_

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

**Date 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 or will this be a travel grant
  - Travel reimbursements may fall under the accountable plan.
  - Travel grants are taxable at 14%-30%
- If J-1 scholar, in status, direct the individual to get permission letter from both home department and International Office (at your Agency or at sponsoring agency).
- 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 visa and/or port of entry stamp in passport (make sure copy is readable).

- If J-1 scholar, make a copy of permission letter and DS-2019.
- If F-1 student, make a copy of I-20.
- Complete Expense Report.
- Foreign national signs print version of the Expense Report (Faxed or scanned copies are acceptable for payment – depends on policy).

**Attach the following to the Expense Report:**

- Expense Report, signed by foreign national.
- Copy of passport identity page.
- Copy visa and/or port of entry stamp in passport.
- If J-1 scholar, copy of permission letter and DS 2019.
- If F-1 student, copy of I-20.
- 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 to the Traveler