***Living Allowance 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.
* Confirm if foreign national is eligible to receive a living allowance. Note: Eligibility for travel reimbursement is the same as eligibility for living allowance.
* If J-1 scholar, direct the individual to get permission letter from both home department and International Students & Scholars Office (at UW or at sponsoring university).
* Send invitation letter to the foreign national to communicate the details of the activity.
* Make decision on whether to process Living Allowance prior to or upon foreign national’s arrival to campus.

**If submitting Living Allowance request prior to FN’s arrival:**

Department does the following:

* Enter Expense Report into eTravel
* Obtain traveler’s signature on the print version of the ER \*faxed or scanned copy of FN signature is acceptable
* Attach signature to the ER
* Copy of passport identity page
* If J-1 scholar, copy of permission letter and DS 2019.
* If F-1 student, copy of I-20.
* Copy of visa and/or port of entry stamp in passport (make sure copy is readable).
* For Canadians, copy of either driver’s license or social insurance card OR copy of passport identity page

**If submitting living allowance request upon foreign national’s arrival on campus:**

Department enters Expense Report in eTravel

* Attach signature of foreign national on the ER print version to the ER
* Include purchase requisition number obtained from PAS
* Use object/sub-object codes 02-90.
* Copy of passport identity page.
* If J-1 scholar, copy of permission letter and DS 2019.
* If F-1 student, copy of I-20.
* Copy of stamped I-94 card in passport
* For Canadians, copy of either driver’s license AND social insurance card OR copy of passport identity page.

**Pay the foreign national**

* Will pick up check from Travel (ready in five days) OR
* Checks requested before foreign national arrives will be held in the Travel Office until the foreign national arrives and copies of the required documents are received OR
* Check should be mailed to the department