***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.
* Send invitation letter to the foreign national to communicate the details of the activity
* Enter Expense Report into eTravel
* Obtain traveler’s signature. Signature box is located on the print version of the expense report and must be signed by traveler. Either handwritten or eSignature are acceptable.
* Attach signature page to the ER
* Obtain copy of passport identity page
* For Canadians citizen – copy of identity passport page or copy of their driver’s license and social insurance are acceptable. Electronic I-94 **not** required.

**Post-arrival planning:**

* Obtain electronic I-94 (processed when traveler enters the US) (Not required for Canadian)
* Attach I-94 to the ER

**Pay the foreign national**

* Check will be mailed to the Department to provide to traveler