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

**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.
* 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).
* Either make a copy of port of entry stamp in passport (make sure copy is readable) or acquire electronic I-94 online (<https://i94.cbp.dhs.gov/I94/#/recent-search>).
* If J-1 scholar, make a copy of DS-2019.
* If F-1 student, make a copy of I-20.
* 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 port of entry stamp in passport or electronic I-94.
* If J-1 scholar, copy of 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 directly to the Traveler