***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:**

* Request a scan of identity page in passport (make sure copy is readable).
* Request a copy of the I-94 (make sure copy is readable).
* Complete Misc Payment.
* Attach I-94 and passport ID page to [docusign.](https://apps.admin.washington.edu/sign/procurement/PINA/default)

**Attach the following to the MP:**

* All relevant receipts and approvals
* The fully completed [non-employee claim form](https://finance.uw.edu/travel/forms)
* Do **not** attach the passport or I-94 to the MP.

**Pay the foreign national**

* If requesting check, ensure an address is entered in the payee profile.
* If requesting a wire, ensure the wire information is entered in the payee profile.
* If requesting an ACH, ensure the bank information is entered in the payee profile. (Domestic Banks only)