

Paying Travel Reimbursement to Foreign National

The hiring department should use this checklist to make sure all necessary steps have been completed to pay a foreign national. Confirm completion of all steps with Andrea Jackson (828.251.6560) in 209 Phillips Hall.

Name of Foreign National: _____

Title of Activity: _____

Date of Activity: _____

DD- MMM-YYYY

Initial Documentation:

- Completed [Foreign National Information Form](#).

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).
- A letter of invitation must be sent to every Foreign National invited to UNC Asheville who will receive payment for services or travel expenses (see details below). Ask your chair to send an invitation letter to communicate the details of the activity with a copy to your Dean.

When the individual has arrived on campus:

- 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.

Department completes the following:

- Request for travel reimbursement (send to Andrea Jackson).
 - Check will be picked up from Accounts Payable when ready.
 - Check should be mailed directly to foreign national's address by Accounts Payable

Letter

The letter should come from the Chair of the department that is sponsoring the activity. The letter should contain the following information:

- Name of the event or activity
- Date of the event
- The amount of any honorarium that will be paid if any
- Whether travel and/or incidental expenses will be reimbursed
- Contact information at the sponsoring department for further information