Minot State University
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 (see checklist).

☐ If J-1 scholar, direct the individual to get permission letter from both home department and International Office (at MSU or at sponsoring university).

☐ 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; a copy visa and/or port of entry stamp in passport (make sure all copies are readable).

☐ If J-1 scholar, make a copy of permission letter and DS 2019.

☐ If F-1 student, make a copy of I-20.

☐ Complete non-employee/student travel expense worksheet.

☐ Foreign national signs printed version of the non-employee/student travel expense worksheet (Faxed or scanned copies are acceptable for payment).
Attach the following to the Voucher:

☐ Non-employee/student travel expense worksheet, signed by foreign national.

☐ Copy of passport identity page, completed W-8BEN.

☐ Copy visa and/or port of entry stamp in passport.

☐ If J-1 scholar, copy of permission letter and 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 to the Traveler (foreign national)