

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)