



**Section 2 – to be completed by TSRI host**

TSRI will allow reimbursements for travel and incidental expenses and honoraria associated with the academic activity of foreign visitors who enter the United States in B-1 (visitor for business) or WB (visa waiver for visitor for business) status.

1. \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
PI NAME DEPARTMENT DATES OF ACTIVITY AT TSRI

2. DESCRIPTION OF ACTIVITY (CHECK ALL THAT APPLY)

Lecture Consult/Observe Conference/Seminar Collaborative Research

Other (describe) \_\_\_\_\_

To Pay Reimbursement for Travel and Incidental Expenses the following requirements must be met:

- B-1/WB visitor must be in the U.S. temporarily to engage in normal academic activities (lectures, conferences, presentations, collaboration, etc.); and
- Reimbursement is limited to reasonable and actual incidental expenses (with receipts) associated with travel, housing, meals, etc.

To Pay Honoraria the following requirements must be met:

- B-1/WB visitor must be in the U.S. temporarily to engage in normal academic activities (lectures, conferences, presentations, collaboration, etc.); and
- Such activities last 9 days or less at TSRI; and
- The B-1/WB Visitor has not accepted payment from more than 5 institutions in the previous 6 month period.

Note

- The above policy and completion of this form is for payment to foreign nationals in B-1 or WB status only.
- Visitors in B-1 or WB status cannot be gainfully employed in the U.S. or receive a salary from a U.S. source.
- Honoraria are subject to federal tax withholding unless the Visitor chooses to invoke tax treaty benefits between the U.S. and his/her home country.
- IRS Form 8233 must be completed before tax treaty benefits are applied to an honorarium payment.
- The B-1/WB Visitor must have a social security number or individual taxpayer identification number to claim tax treaty benefits.
- If you anticipate paying an honorarium for a visit lasting longer than nine days, B-1 or WB status is not appropriate. Request J-1 status instead.

3. VERIFY AND DOCUMENT VISITOR’S LEGAL STATUS

- Examine both sides of the visitor’s I-94 card. Look for the port of entry official’s notation of B-1 or WB status.
- Copy the visitor’s passport identity page and expiration date.
- Verify that the B-1 or WB Visitor’s activity is consistent with the criteria set forth above.

4. PROCESSING PAYMENT

- Complete and sign this form
- Attach payment voucher
- Attach copy of Visitor’s I-94 card, passport identity page
- Attach completed IRS form 8233, if applicable
- Forward all documents to Office of Sponsored Programs.

5. SIGNATURE OF PRINCIPAL INVESTIGATOR

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SIGNATURE TODAY’S DATE MAIL CODE EXT.