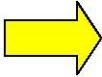


Visitor Reimbursement Form

Name:
Country of Citizenship:
Type of Visa: H1 J1 F1 B1 B2 Other:(specify)
Permanent US Resident? YES NO
Salary Paid by Federal Funds at Time of Visit? YES NO
Current Mailing Address:
E-Mail:
Purpose of Visit:
Date of Arrival:
Date of Departure:
Total Amount to be reimbursed:
How many Per Diem days:
Lodging:
Travel:
Other (Specify):
COMMENTS:

Attached is a list of the documents we will need in order to reimburse you. Please locate your Visa type and **make sure we have copies of all documents listed or your reimbursement will be delayed.** Once it is filled out, please mail to: **Brandy Shier, University of Illinois, 1110 W. Green Street, Urbana, IL 61801.**

If you have any questions, please contact Brandy Shier at bshier@illinois.edu.

<p>Please provide these documents</p>  <p>AND</p> <p>Locate any additional documents you may need in the table below.</p>	<p>Copy of I-94 Card (both sides, regardless of whether the back is blank)</p> <p>Receipts to be reimbursed</p> <p>Copy of Passport pages showing: Photo and Identification number All U.S. Entry stamps Entry Visa</p>
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B1/B2	<ul style="list-style-type: none"> • Foreign National Compliance Statement (form attached)
F1	<ul style="list-style-type: none"> • I-20 • Copy of F1 Visa
H1	<ul style="list-style-type: none"> • Prior to visit obtain authorization letter from sponsor signed by Dean, Department Head, Asst. Head, or Officer with International Office (sample letter attached)
J1	<ul style="list-style-type: none"> • Prior to visit obtain authorization letter from sponsor signed by Dean, Department Head, Asst. Head, or Officer with International Office (sample letter attached) • DS-2019 form (all pages) • Copy of J1 Visa
J2	<ul style="list-style-type: none"> • Employment Authorization Document
O1/O2	<ul style="list-style-type: none"> • I-797
P1/P2/P3	<ul style="list-style-type: none"> • I-797
Permanent Residents	<ul style="list-style-type: none"> • I-551 or Green Card (other documents not needed)
Adjustment Applicant (Green Card Pending)	<ul style="list-style-type: none"> • I-797 • Employment Authorization Document (EAD)
Waivers for Business or Tourism - no longer than 9 days and - no more than 5 payments within 6 months	<ul style="list-style-type: none"> • Foreign National Compliance Statement (sample attached)

Foreign National Compliance Statement

Eligibility for Payments: Visitors in business or tourist status (B-1, B-2, WB, and WT) may be paid honoraria and reimbursed for associated travel expenses if (a) the visitor is engaged in the activity being compensated for any portion of nine (9) days or less, and (b) the visitor has not been paid or reimbursed by more than five (5) other United States institutions or organizations during the past six (6) months.

Please complete as stated on Social Security card or Individual Taxpayer Identification Number (ITIN) documents.

Last or Family Name

First

Middle

Individual Taxpayer Identification Number /
United States Social Security Number

Visa status

Dates of activity for which visitor is being paid

Brief activity description

If you are Canadian, check here if you did not receive Form I-94 (Departure Record):

Statement of Visitor

I attest that I have been engaged in the activities described above for the benefit of the University of Illinois for any portion of nine (9) days or less, and that I have not been paid or reimbursed by more than five (5) other United States institutions/organizations during the past six (6) months.

Signature _____

Date _____

Statement of Department Head

As sponsor of the above individual, I attest that the individual has been engaged in the activities described above for the benefit of the University of Illinois for any portion of nine (9) days or less, and that the activities for which the individual is paid or reimbursed are within the broad realm of customary academic activities associated with teaching, research, public service, or academic administration or operations.

Signature _____

Date _____

THIS STATEMENT MUST ACCOMPANY ALL PAYMENT REQUEST DOCUMENTS.

Note: Honoraria may be paid to visitors in B-1, B-2, WB, and WT status only under the above requirements. Travel reimbursements may be made to any B-1, B-2, WB, and WT visitors. All payments are subject to standard University policies and procedures.

SAMPLE H1/J1 Letter

NEEDS TO BE ON LETTERHEAD

Date:

To Whom It May Concern:

The purpose of this letter is to authorize the reimbursement for xxxxxxxx. He/She is currently holding a H1/J1 visa. This office will not reimburse xxxxxxxx for any expenses incurred during the visit to the University of Illinois on [dates]

Sincerely,

*Letter needs to be signed by Department Head,
Assoc. Dept Head, Director, or appropriate
person in traveler's International Office*