

**University of Illinois, Department of Physics**

**Visitors on Waivers for Business or Tourism**

(no longer than 9 days and no more than 5 payments within 6 months)

**Documents needed for reimbursement**

1. I-94 Card (photocopy of both sides, even if the back is blank).
2. Passport pages, copies showing:
  - a. Photo and Identification stamps
  - b. All U.S. Entry stamps
  - c. Entry Visa
3. Foreign National Compliance Statement
4. Original receipts

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## Foreign National Compliance Statement

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**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.

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

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Last or Family Name

First

Middle

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Individual Taxpayer Identification Number /  
United States Social Security Number

Visa status

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Dates of activity for which visitor is being paid

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Brief activity description

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

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### Statement of Visitor

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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 \_\_\_\_\_

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### Statement of Department Head

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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 \_\_\_\_\_

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**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.*