

## PAYMENTS TO SHORT TERM FOREIGN VISITORS

**NOTE:** In all cases we will need a signed “Travel/Expense Reimbursement Voucher” for reimbursement of travel expenses.

### **B-1/B-2 VISAS (your visitor should request a B-1): (Business & Tourist)**

We can reimburse reasonable travel expenses up to 30 days for B-1 visas only. We can pay honoraria/speaker fee, but **ONLY IF** their visit to Cornell is for nine business days or less and the visitor has not received more than five payments from U.S. sources in the past six months.

#### Documentation required:

- copy of picture passport and the Form I-94 that shows the visa type
- original expense receipts for reimbursement
- “Payment for Speaker Fee/Honorarium” form
- “Foreign National Honoraria Attestation Form” (only if paying a speaker fee)

### **VISA Waiver Countries (your visitor should request a W/B):**

#### **Waiver Business (W/B) & Waiver Tourist (W/T)**

See requirements under B-1/B-2 VISAS above.

The following 27 countries qualify: Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom. Please check the following web site for updates on waiver countries:

[http://hamilton.usconsulate.gov/visa\\_waiver\\_countries.html](http://hamilton.usconsulate.gov/visa_waiver_countries.html)

### **F-1 VISA from another institution:**

We can reimburse reasonable travel expenses for limited stays for those individuals participating in a conference, a seminar speaker, recruitment purposes, research collaboration and receiving no other type of payment from Cornell. We **can't** pay honoraria/speaker fee.

#### Documentation required:

- copy of picture passport and the Form I-94 that shows the visa type
- original expense receipts for reimbursement

### **H-1B VISA from another institution:**

We can reimburse reasonable travel expenses. We **can't** pay honoraria/speaker fee unless the H-1B is sponsored by Cornell.

#### Documentation required:

- copy of picture passport and the Form I-94 that shows the visa type
- original expense receipts for reimbursement

### **J-1 VISA from another institution:**

We can reimburse reasonable travel expenses **AND** we can pay honoraria/speaker fee with appropriate documentation. The host needs to write a letter of invitation to their visitor, which specifies the dates of the visit and the details of the visit. The visitor has to work with the international office at his own institution. They may need to see other documentation from his host department there, but that varies depending on the structure of the institution. Once you provide the visitor with the invitation letter, it is up to the visitor to obtain a letter of authorization from their institution.

#### Documentation required:

- copy of picture passport and the Form I-94 that shows the visa type
- copy of DS-2019 form (certificate of eligibility for exchange visitor)
- original expense receipts for reimbursement
- “Payment for Speaker Fee/Honorarium” form
- copy of invitation letter (only for a speaker fee)
- original authorization letter from visitor's home institution (only for a speaker fee)

### **TN (Canada, Mexico):**

We can reimburse reasonable travel expenses. We **can't** pay honoraria/speaker fee.

#### Documentation required:

- copy the Form I-94 that shows the visa type
- original expense receipts for reimbursement

### **OTHER VISAS:**

Contact [uco-tax@cornell.edu](mailto:uco-tax@cornell.edu) prior to making a commitment about payments.

### **NOTE:**

Treaty/Tax Benefits: For speaker fee/honorarium payment, please complete the “Foreign National Questionnaire Form” in order to evaluate your treaty/tax benefits. The form is located at:

[http://www.payments.cornell.edu/forms/cu\\_pay\\_foreignquestionnaire.pdf?CFID=2665275&CFTOKEN=93649014](http://www.payments.cornell.edu/forms/cu_pay_foreignquestionnaire.pdf?CFID=2665275&CFTOKEN=93649014)

Cornell generally withholds 30% on speaker fee/honoraria paid to foreign nationals.