Visitors in business or tourist status (B-1, B-2, W-B, W-T and Canadians with no visa) may be paid travel expense reimbursement if: (1) the visitor is engaged in the activity being compensated for 9 days or less, and (2) the visitor has not been paid or reimbursed by more than 5 other U.S. institutions or organizations during the past 6 months.

Honoraria and travel reimbursements may be made to B-2 and W-T visitors only under the above eligibility requirements. Honoraria may be paid to visitors in B-1 and W-B status only under the above eligibility requirements. Travel reimbursements can be made to any B-1 or W-B with original receipts for a reasonable period of time beyond 9 days.

**ALL SECTIONS OF THESE FORMS MUST BE COMPLETED, SIGNED AND ATTACHED TO YOUR PAYMENT REQUEST OR THE REQUEST WILL BE DENIED**

- Supporting documents to be attached to NRA Payment Request for **Honoraria:**
  1. Emory University’s Compliance Statement for Payments to Visitors
  2. Foreign National Information System (FNIS) – Nonresident Alien Questionnaire (NRA)
     The Immigration Status Data Form will be produced - Data Entry, View, Print, NRA signs
  3. If applicable, Form 8233 will be produced internally when the FNIS questionnaire has been reviewed and approved by the Administrator. Please contact Mary Chenault after submission of the FNIS questionnaire. The form will be faxed to the department for NRA signature.
  4. Copy of I-94 departure record card
  5. Copy of flyer, if available, or a detailed explanation for the business purpose of payment
  6. Must have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

  If SSN or ITIN cannot be obtained at time of payment, the NRA will be taxed at maximum rate of 30%.

  If the honorarium will be paid to an individual in a J1 visa type from another U.S. institution, a copy of the DS-2019 form along with a letter from the responsible officer issuing the DS-2019 must be attached.

- Supporting documents to be attached to NRA Expense Reimbursement Request:
  1. Emory University’s Compliance Statement for Payments to Visitors
  2. Original Receipts (Can accept per diem up to $50 per day – food, parking, taxi/limo)
  3. Copy of I-94 departure record card
  4. Provide detailed explanation for the business purpose of request
  5. Do not need Social Security Number or Individual Taxpayer Identification Number (ITIN)

  If the reimbursement is to an individual in a J1 visa type from another U.S. institution, a copy of the DS-2019 form along with a letter from the responsible officer issuing the DS-2019 must be attached.

- Supporting documents to be attached to NRA Payment Request for **Foreign Source:**
  1. Memo from NRA - To include brief description, amount, and statement "I am not a U.S. citizen or permanent resident alien, and all of my services for Emory were performed in (country)." Print name, sign, and date.
     An example of the Foreign Source Statement is on the Controller’s website.
  2. Need original receipts for all foreign source travel reimbursements.
  3. W-8BEN – Certificate of Foreign Status

**NOTE:** Electronic signatures are NOT acceptable. **Must submit original with ink signature.** If you have questions, please call Mary Chenault at 727-7889 (mchenau@emory.edu) or Stephen Frangis at 727-7290 (stephen.frangis@emory.edu)