

University of Notre Dame Compliance Statement for Payments to Visitors In Business or Tourist Status

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

Visitor Information:

Last Name (Family Name) _____
As stated on Passport

First Name (Given Name) _____
As stated on Passport

Date of entry _____ Dates of Activity for Which Visitor is Being Paid _____

Immigration Status _____ Briefly Describe the Activity _____

Country of Citizenship _____

Statement of Visitor: I attest that I have been engaged in the activities described above for the benefit of the University of Notre Dame for any portion of nine days or less, and, that I have not been paid or reimbursed by more than five other U.S. institutions/organizations during the past six months.

Signature _____ Date _____

Statement of Department Head or Account Manager: 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 Notre Dame for any portion of nine days or less, and, that the activities for which the individual is paid or reimbursed are limited to speeches, lectures, program presentation, participation in a panel discussion and other similar activities.

Signature _____ Date _____

Please Attach This Statement to the payment request form or an expense report in travelND

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

For Payment Processing or Tax Questions: Becky Laskowski, Tax Department (574) 631-7051

For Visa or Immigration Questions: Deborah Gabaree, Office of the General Counsel (574) 631-6411