



This form is to be completed by a department representative requesting payment or reimbursement for a UCF Foreign National Student or UCF Foreign National Student Employee. All applicable questions below must be answered before a supplier number can be created and/or UCF Global can approve the form. The information requested will allow for a timely and accurate tax withholding analysis by UCF Global.

Payee Name: \_\_\_\_\_ UCF ID: \_\_\_\_\_

Payee Phone: \_\_\_\_\_ Payee E-mail: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_ UCF Department: \_\_\_\_\_

U.S Visa Type During Activity \_\_\_\_\_ UCF Dept. Phone: \_\_\_\_\_

Estimated Amount: \_\_\_\_\_ UCF Dept. Contact \_\_\_\_\_

Is the individual a UCF student?  Yes  No Will payment be done with a PCARD?  Yes  No

Business purpose for expense(s) (e.g research, presenting at conference, etc.) \_\_\_\_\_

Include a brief description of incurred expenses (e.g. hotel, meals, etc.) \_\_\_\_\_

Is the payee a permanent resident of the U.S. (Green Card holder)?  Yes  No

If yes, please skip the remaining questions, sign and date the form, then submit to UCF Global with copy of payee's permanent resident card and completed W-9. If no, please proceed with the questions and the instructions below.

Did the funds for the payment originate from a foreign source (grants only)?  Yes  No

Is the payment for group travel?  Yes  No Name of group leader (if applicable): \_\_\_\_\_

ONLY FOR NON-U.S. CITIZENS AND NON-RESIDENTS

check all that apply and use 'N/A' when appropriate.

UCF Student Employees (if applicable)

Yes No N/A

1. Is the student a UCF employee (such as a GRA, GTA, GA or an OPS)?

if the answer to question 1 is 'yes', please also answer questions 1A, 1B and 1C. If the answer is 'no' or 'N/A', skip questions and continue to question 2.

1A. How does this expense relate to the individual's employment duties and requirements?

if the expense is not justifiable for IRS audit purposes, the UCF sponsoring department will be responsible for any tax liability.

1B. If the student employee is attending or presenting at a conference, did their employment supervisor require that they attend this conference to aid in their employment duties?

1C. If the student employee is not attending a conference, will the activity be related to their employment duties?

UCF Non-Employee Students (if applicable)

2. If unemployed, is the student providing a service to the department (e.g. conducting surveys)?

if the answer to question 2 is 'yes', please also answer question 2A. If the answer is 'no' or 'N/A', skip question 2A and continue to question 3.

2A. How does this expense relate to the service the individual is providing to the department?

if the expense is not justifiable for IRS audit purposes, the UCF sponsoring department will be responsible for any tax liability.



- |   | Yes                      | No                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 3. Is the student attending a conference to present material?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the student attending a conference only to observe (not presenting material)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If the student is attending or presenting at a conference, did their program advisor, P.I or course professor suggest they attend this conference to aid in their studies and coursework as a student? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If the student is <b>not</b> attending a conference, will the activity be related to a class or dissertation assignment?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

All UCF Students

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 7. Is the reimbursement or payment exclusively for travel expenses?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the payment for activities being performed entirely outside of the U.S.?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the purpose of the student's expenses for personal reasons, such as a flight home? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please **sign the form** and forward to UCF Global at VendorRequest@ucf.edu.

*Note: Payments to Non-Resident Aliens may be subject to a 30% or 14% tax withholding in accordance with IRS regulations.*

Department Representative Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

UCF GLOBAL STAFF ONLY

Completed Form Received From: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Supplier Number: \_\_\_\_\_ PCard Approved for Activity  Yes  No

Tax Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_