



This form should be completed by a UCF 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 request is approved. The information requested will allow for a timely and accurate tax withholding analysis by UCF Global.

Payee Name: UCF ID:
Payee Phone: Payee Email:
Dates of Activity: to UCF Department:
U.S. Visa Type During Activity: UCF Dept Contact:
Est Amount: UCF Dept Phone:

Is the individual a UCF student? Yes No
Is the payment for group travel? Yes No Name of group leader:
Will reimbursement be made with a UCF credit card? Yes No
Business purpose of the expense, such as interview, lecturing, consulting, research etc.
Brief description of expenses incurred, such as hotel, meals, etc.
Is the payee a permanent resident of the U.S. (green card holder)? Yes No

- If yes, skip the remaining questions, sign and date the form, and submit them to UCF Global with copy of payee's permanent resident card (both front & back).
- If no, please proceed with the questions and instructions below.

Grants Only: Did the funds for the payment originate from a foreign source? Yes No

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

UCF STUDENT EMPLOYEES, if applicable

	Yes	No	N/A
1. Is the student a UCF employee (GRA, GTA, GA, or OPS)? <i>If yes, answer a, b, & c below</i>			
a. How does this expense relate to the individual's employment duties and requirements?			
b. 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?			
c. If the student employee is not attending a conference, will the activity be related to their employment duties?			
2. Is the reimbursement or payment exclusively for travel expenses?			
3. Is the payment for activities being performed entirely outside of the U.S.?			
4. Is the purpose of the students' expenses for personal reasons, such as flight home?			

UCF NON-STUDENT EMPLOYEES, if applicable

Yes No N/A

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

2. Is the student attending a conference to present material?
3. Is the student attending a conference only to observe (not presenting material)?
4. If the student is attending or presenting at a conference, did their program advisor, PI, or course professor suggest they attend this conference to aid in their studies and coursework as a student?
5. If the student is **not** attending a conference, will the activity be related to a class or dissertation assignment?
6. Is the reimbursement or payment exclusively for travel expenses?
7. Is the payment for activities being performed entirely outside of the U.S.?
8. Is the purpose of the students' expenses for personal reasons, such as flight home?

DEPARTMENT ACKNOWLEDGEMENT:

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

Signature: _____

Date: _____

Name: _____

FOR UCF GLOBAL STAFF ONLY

Completed form received from: _____ Date: _____

Reviewed by: _____

UCF Credit Card Approved for Activity: Yes No

Tax Analysis: _____