



This form is to be completed by a department representative for all UCF Foreign National Students and Student Employees. All applicable questions below must be answered before a vendor number can be created and/or UCF Global approval is given.

Payee Name UCF ID:

Payee Phone Payee E-mail

Date(s) of Activity U.S. Visa Type during Activity Date(s)

Estimated Amount UCF Department

UCF Dept. Phone UCF Dept. Contact

Is the individual a UCF student? Will payment be done with a PCARD?

Business purpose for expense (such as research, 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)?

If yes, please skip the remaining questions, sign and date 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)?

Is the payment for group travel? Name of group leader on P.O.

ONLY FOR NON-U.S. CITIZENS

Check all that apply and sign form before forwarding.

- 1. Is the student a UCF employee (such as a GRA, GTA, GA or an OPS)?
2. If unemployed, is the student providing services to the department?
2A. How does this expense relate to the individual's employment/service requirements?

If the expense is not justifiable for IRS audit purposes, the UCF Sponsoring Department will be responsible for any tax liability.

- 2B. Is the student/employee attending a conference to present material?
2C. Is the student/employee attending a conference only to observe (will not be presenting material)?
2D. If you are attending a conference, did your supervisor/PI require that you to attend this conference to aid in your work assignment?
2E. If the student/employee is not attending a conference, will the activity be related to a work assignment from a supervisor/PI?
3. Is the purpose of the student's travel/expenses for personal reasons, such as a flight home or vacation?
4. Is the reimbursement or payment exclusively for travel or lodging expenses?
5. Will the payment be exclusively for travel or lodging reimbursement for a job interview at UCF?
6. Is the payment for activities that are being performed entirely outside the United States?

Please sign this form to confirm that all travel reimbursements were done according to the UCF Travel Manual and State Statute Sec. 112.061 (3)(a).

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

Dept. Representative Name Date

Signature



FOR IAGS STAFF ONLY

Completed Form Received From: _____ Date: _____

Reviewed by: _____ Date: _____

Vendor No: _____ PCard Approved for Activity Yes No

Tax Explanation: _____
