

**Instructions:**

- The preferred documentation for substantiating the foreign status of non-U.S. individuals engaged to perform temporary services exclusively outside the U.S. is Internal Revenue Service (“IRS”) Form [W-8BEN](#).
- Only use this form in rare instances, when obtaining a completed IRS Form [W-8BEN](#) is impracticable, to substantiate the foreign status of non-U.S. individuals when making third-party payments to non-U.S. individuals for temporary services (e.g., services of local guides)\* performed exclusively outside the U.S.
- Submit this form in lieu of an IRS Form [W-8BEN](#) when submitting an expense reimbursement or when clearing an advance.

\* Note: These payments are typically out-of-pocket cash payments made from personal funds, which will be reimbursed by the University, or from a University advance.

Travel Information for Official University Business			
<b>Country traveled to:</b>			
<b>Start date:</b>		<b>End date:</b>	

Payment Information for Travel on Official University Business			
During the period stated above, I made payments to the following local individuals for temporary services which were incurred for official University business. These services were provided <u>exclusively</u> outside of the United States.			
Name of Individual	Date(s) of Service	Payment Amount (USD)	Form of Payment (e.g., cash)

Certification			
I do not know, nor do I have reason to know, that any of the above-listed payees is a U.S. citizen or resident alien for U.S. tax purposes. Further, I do not know, nor do I have reason to know, that any of the payments to the above-listed payees is (or may be) effectively connected with the conduct of a trade or business within the United States.**			
I, the individual who made these payments, hereby certify that the above statements are true and complete to the best of my knowledge.			
<b>Signature:</b>		<b>Printed Name:</b>	
<b>Date:</b>		<b>Title &amp; Department:</b>	

\*\* **Important:** If any of the statements above is not correct for any of the individuals listed, please complete IRS Form [W-8BEN](#) or, in the case of a U.S. citizen or resident alien payee, IRS Form [W-9](#), instead of this form.