International Visitors – Revised Payment Procedures

In an effort to streamline the process for payments to international visitors, the University recently reviewed its payment procedures. As a result of this review, the University has implemented the following two changes effective immediately:

1.) **Substantiated Expense Reimbursements: Elimination of Certain Immigration Documentation**

The University has eliminated certain immigration documentation requirements for international visitors seeking reimbursement of substantiated expenses pursuant to University Policy. A request for substantiated expense reimbursement to an international visitor will no longer require copies of Form I-94, Departure Card, and other immigration documents (e.g., passport pages, I-20, DS-2019, etc.) except when the individual holds B status. Although the University will no longer require a copy of Form I-94 for individuals that hold B status, the University will continue to require an individual in B-1 or B-2 status (including WB and WT status) to complete Section I of the International Information Form (IIF) in order to certify that the individual satisfies the requirements regarding length of academic activity and payments from other U.S. institutions.

**Note:** The business administrator is still responsible for determining the immigration status of an international visitor requesting reimbursement for substantiated expenses in order to ensure the additional documentation required by those in B status is completed, if applicable. The immigration status is determined by reviewing the Form I-94.

The International Tax Office web site, Check Request for International Payees (http://www.yale.edu/tax/int/cr/index.html) incorporates these changes.

2.) **Change in Approval Process**

The Assistant V.P. and Controller has the authority to approve requests for payments of honorarium to an international visitor in appropriate immigration status, without a copy of the Form I-94, as an exception to University policy. A request for payment of an honorarium without a copy of the Form I-94 generally occurs when the request is submitted after the international visitor has left the country and no longer has the Form I-94. Prior to this change, the Office of the Vice President and General Counsel made the approval for this exception.

The University offers periodic training sessions regarding payments to international visitors. Please contact Daysi Cardona at 2-5597 or daysi.cardona@yale.edu if you would like to attend a training session.