

Honorarium and Travel Reimbursement for GSLL Visitors

Visitor Name:

Domestic Visitors

Email Karen speaker's legal name, home and email address, and phone #. Karen will invite them to register as a vendor through CU marketplace (Let Karen know if speaker is a retired faculty member or former student.)

Better to do this in advance of the speaker's visit, and speaker can fill out form while they are on campus. (Replaces W-9 form.)

n/a

n/a

Email purpose of honorarium to Karen (name of speaker, affiliation, title of talk, date and location of talk).

n/a

Amount of honorarium \$_____ (cannot exceed \$5,000. Need officer permission if > \$2,000.)

n/a

U.S. Citizen (circle one): **yes** **no** **green card** (if green card, Karen will note on honorarium form)

n/a

Has visitor been a CU employee in the last 12 months? (circle one) : **yes** **no**

n/a

List of expenses to be reimbursed and receipts and speaker's legal name, home address and email.

International Visitors

Email Karen speaker's legal name, home & email address & phone #. Karen will invite them to register as a vendor through CU marketplace. (Let Karen know if speaker is a retired faculty member or former student.)

Better to do this in advance of the speaker's visit, and speaker can fill out form while they are on campus. (Replaces W8-BEN form.)

n/a

n/a

Email purpose of honorarium to Karen (name of speaker, affiliation, title of talk, date and location of talk).

n/a

Amount of honorarium \$_____ (cannot exceed \$5,000. Need officer permission if > \$2,000.) **Honorariums for international visitors are taxed at 30%.**

n/a

Visitors citizenship (circle one): **foreign national** **international student**

n/a

Has visitor been a CU employee in the last 12 months? (circle one) : **yes** **no**

for B2
or WT

Compliance Statement for Payments to Visitors in Business or Tourist Status: <https://www.cu.edu/employee-services/policies/compliance-statement-payments-visitors>
(if reimbursing only, compliance statement is not required for visitors in B1 or WB status)

copy of passport page with photo and page with entry stamp to the U.S.

I-94: have traveler google "I-94 online": Visitor may also have I-94 card that was attached to passport when entering U.S. (Karen will need a copy of the I-94.)

n/a

List of expenses to be reimbursed and receipts (receipts not needed for per diem) and speakers legal name, home and email address.

if visitor requests a wire transfer, amount of reimbursement/honorarium will be reduced by \$25. Have visitor fill out Wire Payment Request form: <https://www.cu.edu/psc/policies/wire-payment-request>.

Submit all paperwork to Karen, along with checklist.

Visitors on a J-1 visa will need a permission letter from the institution they are on the J-1 visa with.

Contact Karen if the visitor is on anything but a B1/B2 or WB/WT (or has any unusual circumstances).