

## **Compliance Statement for Payments to Visitors In Business or Tourist Status**

**Eligibility for Payments:** Visitors in Business or Tourist status (B-1, B-2, WB, WT) may be paid honoraria and/or reimbursed for travel expenses if (a) the visitor is engaged in academic activities associated with the university, and, (b) the activity nine days or less, and, (c) the visitor has not been paid or reimbursed by more than five other U.S. institutions or organizations during the past six months. See also [FIN 425-02](#).

**Visitor Information:**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ or ITIN \_\_\_\_\_

Dates of Activity for Which Visitor Is Being Paid \_\_\_\_\_

Visa Status (Please indicate whether B1, B2, WB or WT) \_\_\_\_\_

Briefly Describe the Activity \_\_\_\_\_

If you are Canadian, please check if you did not receive Form I-94 (Departure Record) and attach a copy of your letter of invitation to Arizona State University

**Statement of Visitor:** I attest that I have been engaged in the academic activities described above for the benefit of Arizona State University for a duration of nine days or less, and, that I have not been paid or reimbursed by more than five other U.S. institutions or organizations during the past six months.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Statement of Department Head or Account Manager:** As sponsor of the above individual, I attest that the individual has been engaged in the activities described above for the benefit of Arizona State University for any portion of nine days or less, and, that the activities for which the individual is paid or reimbursed are within the broad realm of customary academic activities associated with teaching, research, public service, or academic administration or operations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Attach This Statement to an ASU Disbursement Voucher**

Note: honoraria and travel expenses may be paid to B-2 and WT visitors only under the eligibility requirements noted above. Honoraria may be paid to visitors in B-1 and WB status only under the above eligibility requirements. Travel reimbursements may be made to any B-1 or WB visitors. All payments are subject to standard university policies and procedures.

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For payment processing or tax questions contact the tax area of Financial Services at (480) 965-3601. For visa or immigration questions contact the Office of International Programs at (480) 965-5965.