Check List for Payment of Incidental Expenses Only
to Short Term International Visitors

Payee must provide:

1. ____ Certificate of Academic Activity for B class visas only
2. ____ Non-employee International Visitor Questionnaire
3. ____ B class visas: Copy of passport and copy of I-94
4. ____ All other visas: Copy of passport
   Copy of I-94
   Visa documentation with approval from visa sponsor

Department administrator provides:

1. ____ Disbursement Control Check Request Form using the appropriate expense object code
2. ____ Verify all information provided by payee is complete and submit check request to Payroll Services for review and process

Additional items to check off:

1. ____ Verify that the person is allowed to engage in academic activity on campus.
2. ____ All forms must be original and completed in ink.
3. ____ No payment will be made if payee (non-B classification international visitors) does not have prior approval from visa sponsoring agency.

Please contact University Payroll Services at (213)740-8855 if you have questions.

November 2001