



Compliance Statement for Payments to Visitors In Business or Tourist Status

Eligibility for Payments: A visitor with Business or Tourist status (B-1, B-2, WB or WT) may be paid honoraria and/or reimbursed for travel expenses if the visitor is engaged in academic activities associated with the university, and the activity is nine days or less, and the visitor has not been paid or reimbursed by more than five other U.S. institutions or organizations during the past six months. Refer to [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 B1, B2, WB or WT) _____

Briefly describe the activity. _____

If you are Canadian, please check if you did not receive a 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 Cost Center Manager: As the 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 a Supplier Invoice

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.

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.