

## ***Living Allowance to Foreign National Not Receiving Honorarium***

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**Name of Foreign National:** \_\_\_\_\_

**Title of Activity:** \_\_\_\_\_

**Date of Activity:** \_\_\_\_\_

### **Pre-arrival planning:**

- Finalize the activity details: title of activity; date.
- Confirm if foreign national is eligible to receive a living allowance. Note:  
Eligibility for travel reimbursement is the same as eligibility for living allowance.
- If J-1 scholar, direct the individual to get permission letter from both home  
department and International Office (at your agency or at sponsoring agency).
- Send invitation letter to the foreign national to communicate the details of the  
activity.
- Make decision on whether to process Living Allowance prior to or upon foreign  
national's arrival to agency.

### **If submitting Living Allowance request prior to FN's arrival:**

Department does the following:

- Enter Expense Report into please customize
- Obtain traveler's signature on the print version of the Expense Report
  - \*faxed or scanned copy of FN signature is acceptable (depending on policies)
    - Attach signature to the Expense Report
- Copy of passport identity page

- If J-1 scholar, copy of permission letter and DS 2019.
- If F-1 student, copy of I-20.
- Copy of visa and/or port of entry stamp in passport (make sure copy is readable).
- For Canadians, copy of either driver's license or social insurance card OR copy of passport identity page

**If submitting living allowance request upon foreign national's arrival at your agency:**

Department enters Expense Report in (customize system)

- Attach signature of foreign national on the Expense Report print version
- Include purchase requisition number if necessary
- Copy of passport identity page.
- If J-1 scholar, copy of permission letter and DS 2019.
- If F-1 student, copy of I-20.
- Copy of stamped I-94 card in passport
- For Canadians, copy of either driver's license AND social insurance card OR copy of passport identity page.

**Pay the foreign national**

- Will pick up check from Travel (ready in five days) **OR**
- Checks requested before foreign national arrives will be held in the Accounting Office until the foreign national arrives and copies of the required documents are received **OR**
- Check should be mailed to the department