

University of Minnesota  
**Reimbursement of Expense and Payment of Honoraria  
To Visitors with 'B', 'WB' and 'WT' Legal Status**

*Revised 03/2004*

**Instructions and information for completing "Honoraria and Expense  
Reimbursement Form"**

The American Competitiveness and Workforce Improvement Act (ACWIA), which became effective October 21, 1998, allows universities to pay honoraria and reimburse expenses to foreign nationals who are present in the United States with 'B' (visitors) legal status. After the regulations are published, these instructions will be updated if necessary. If you have questions concerning specific visa types, please contact International Student & Scholar Services at (612) 626-7100.

A. Legal Status Variations Covered by the ACWIA

1. B-1, B-2: These are visitors for business and tourism, respectively.
2. WB, WT: These are visitors for business and tourism, respectively, but the requirement for a passport visa stamp is waived for citizens of these countries: Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, the Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom. The United Kingdom refers only to British citizens who have the unrestricted right of permanent abode in the United Kingdom, which includes England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man. It does not refer to British overseas citizens, British dependent territories' citizens, or citizens of British Commonwealth countries.

In the aftermath of September 11, 2001, the U.S. State Department has indicated that some countries may be excluded from the visa waiver program. Please check with the U.S. embassy in your country to make sure your country is still eligible before you travel. This form will be updated as information becomes available.

B. Criteria for Appropriate Payment to Visitors with 'B' Status

1. A 'B' visitor may accept only honoraria and associated incidental expenses (not salary for employment), if **ALL** of the following criteria are met.
2. A 'B' visitor may accept such payment only for usual academic activities (lectures, conferences, teaching, presentations, etc.) conducted at an educational or non-profit research institution.
3. A 'B' visitor may accept payment only for such activities conducted for the benefit of the paying institution.
4. A 'B' visitor may accept payment for such activities lasting only 9 days or less at a single institution.
5. A 'B' visitor may accept such payment from only 6 institutions during any 180- day period.

**Please note:** For B-1 visitors who will only receive reimbursement of associated incidental expenses and **no** honorarium, criteria B.4 and B.5 are not applicable.

C. How to Confirm a Visitor's Eligibility for Payment under the ACWIA

1. Verify and document visitor's legal status.
  - Examine and copy the visitor's I-94 card (usually stapled in the passport). Look for INS' notation of one of the visitor legal status types above.
  - Copy the visitor's passport identity page and expiration date.

2. Verify that the visitor's activity is consistent with the criteria above.
  - verify that the visitor's activity at the University of Minnesota is of 9 days' duration or less
  - Verify that the visitor has not accepted honoraria or reimbursement from more than 5 institutions during the 180 days preceding the U of M's payment.

D. How the honorarium or expenses will be paid

1. The attached form should be attached to the payment voucher (PVA, PVC, or contractor's invoice) and forwarded to Payroll Services, 1300 S. 2<sup>nd</sup> St., Suite 545 WBOB, Minneapolis, MN 55454.
2. For questions concerning tax withholding, tax treaties, or Individual Taxpayer Identification Numbers (ITIN)s contact HRMS/Payroll Call Center at (612) 625-2016.

University of Minnesota  
**B, WB, and WT Honoraria and Expense Reimbursement Form**  
To be completed by the B, WB or WT visitor  
*Revised 03/2004*

**Data Practices Warning**

The information requested on this form about your legal status and past honoraria and expense reimbursements is private data under Minnesota law. The information will be used to determine your legal eligibility to receive honoraria or expense reimbursement from the University of Minnesota. You are required to provide this information in order to receive payment. The private information will be shared internally with University employees and officials that need the information to do their jobs, and externally to federal and state agencies as required by law.

**Personal Information**

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Country of Citizenship

\_\_\_\_\_  
Passport Expiry (month/day/year)  
(Canadians are not required to carry passports)

\_\_\_\_\_  
Social Security or ITIN (if any)

**Payment Eligibility Information** (refer to the front of this form for eligibility criteria)  
Refer to the I-94 card processed by the immigration service at the U.S. port-of-entry to answer the following questions.

\_\_\_\_\_  
Current legal status  
(B-1, WB, etc)

\_\_\_\_\_  
I-94 number (11 digits)

\_\_\_\_\_  
I-94 Expiry  
(month/day/year)

Check the appropriate boxes which describe your activities at the University of Minnesota, for which you will be paid an honorarium or expense reimbursement.

Lecture    Teach    Consult    Attend Conference  
 Other (describe)

\_\_\_\_\_  
Number of days of activity at the University of Minnesota which will generate honoraria or expense reimbursement

\_\_\_\_\_  
Number of academic, research or similar institutions which have paid you an honorarium during the 180 days preceding the last day of your University of Minnesota activity.

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**Visitor Certification Statement**

I certify that the information I have provided is accurate and complete and that I am eligible to receive an honorarium and/or expense reimbursement from the University of Minnesota under the criteria explained on the front side of this form. I understand that the University of Minnesota cannot pay me an honorarium or reimburse my expenses if it learns that I am not eligible for such payments.

\_\_\_\_\_  
Signature of Visitor

\_\_\_\_\_  
Date

**Your U of MN Hosting Department must attach this completed form (pages 3 & 4) to the payment voucher and send it to:**

**Payroll Services  
1300 S. 2<sup>nd</sup> St.  
Suite 545 WBOB  
Minneapolis, MN 55454**