



# Office of Finance

## Foreign Visitor Payment Request Form

### DEPARTMENT INFORMATION

DATE OF REQUEST	
DEPARTMENT NAME	
BUDGET UNIT DIRECTOR NAME	
BUDGET CODE AND SUBACCOUNT	
CONTACT NAME/EMAIL/PHONE	

### PAYEE INFORMATION

PAYEE (LAST NAME, FIRST NAME)						
BANNER I.D.						
MAILING ADDRESS						
Street/apt						
State/zip code						
Country						
PAYMENT REASON						
PAYMENT TYPE	HONORARIUM    PERFORMANCE    TRAVEL ONLY    OTHER					
DATES OF ENGAGEMENT						
AMOUNT OF PAYMENT						
GROSS PAYMENT?*	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">YES</td> <td style="width: 25%; border: none;">NO</td> <td style="width: 25%; border: none;">PREPAYMENT?</td> <td style="width: 25%; border: none;">YES</td> <td style="width: 25%; border: none;">NO</td> </tr> </table>	YES	NO	PREPAYMENT?	YES	NO
YES	NO	PREPAYMENT?	YES	NO		
METHOD OF PAYMENT	MAIL CHECK    HOLD CHECK FOR PICKUP    WIRE TRANSFER					
If Pickup- Name and number of person picking up check						
If wire transfer there is an additional fee- Name of bank						
Full address of bank						
Name of payee on account						
Routing number of bank						
Account number of payee						

### ATTACHMENT CHECKLIST

FORM NAME	Check off	FIND IT AT:
FOREIGN VISITOR INFORMATION FORM	<input type="checkbox"/>	EMAIL LISA HECKER @lhecker@odu.edu } CE : D > Z K K W Z > i i } } % CE > }
W8BEN/W9 FORM	<input type="checkbox"/>	<a href="https://odu.edu/vendors/responsibilities/w-9-request">https://odu.edu/vendors/responsibilities/w-9-request</a>
STANDARD SPEAKING ENGAGEMENT	<input type="checkbox"/>	<a href="https://odu.edu/content/dam/odu/offices/procurement">https://odu.edu/content/dam/odu/offices/procurement</a> -

INDUSTRY PRACTICE CHECKSLIST(3 PAGES)	<input type="checkbox"/>	<a href="https://odu.edu/content/dam/odu/offices/finance-office/docs/worker-classification/IPSChecklist.pdf">https://odu.edu/content/dam/odu/offices/finance-office/docs/worker-classification/IPSChecklist.pdf</a>
COPY OF PASSPORT	<input type="checkbox"/>	From visitor when arrives
COPY OF 94 ARRIVAL	<input type="checkbox"/>	From visitor or with visitor permission at <a href="https://i94.cbp.dhs.gov/i94/#/home#section">https://i94.cbp.dhs.gov/i94/#/home#section</a>

Signature of Budget Unit Director	Date
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**\*Please note** W D } . š š Ç % . • } ( h X ^ X • } μ CE ] v } u % . ] š } ( } CE ] P v v š } } v o CE • μ i š š } h X ^ X Á ] š Z Z } o ] ( CE } u š Æ u Ç % . % . o Ç Ç À ] CE š μ } ( v / Z ^ } • š } } v } CE % . CE } À } . ] } v } ( š Æ š CE š Ç X % . CE š u v š • u Ç Z } ( CE X ' CE } • • ] v P μ % . š Z % . Ç u v š Á ] o o CE • μ o š ] v v ] v CE • u } μ v š Z CE P š } š Z μ P š X / ( Ç } μ v ( μ CE š Z CE • • ] • š v } CE Z Á < μ • š } } v • CE o š š } P CE } • • ] v P μ % . š Z % . Ç u v š V % . o • } v š š > } • i i } } % . CE } } μ X μ ó ñ ó r ò ð i r i i i ó X