



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

STANDARD SPEAKING ENGAGEMENT		-9-request https://odu.edu/content/dam/odu/offices/procurement -
INDUSTRY PRACTICE CHECKSLIST(3 PAGES)		https://odu.edu/content/dam/odu/offices/finance-office/docs/worker-classification/IPSCchecklist.pdf
COPY OF PASSPORT		From visitor when arrives
COPY OF 94 ARRIVAL		From visitor or with visitor permission at https://i94.cbp.dhs.gov/i94/#/home#section

Signature of Budget Unit Director	Date
-----------------------------------	------

***Please note** W D}•š šÇ% • } (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 > } • ii } } % CE } } μ X μ ó ñ ó ð ò ï r i i i i ó X