



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"/>	https://odu.edu/vendors/responsibilities/w-9-request
STANDARD SPEAKING ENGAGEMENT	<input type="checkbox"/>	https://odu.edu/content/dam/odu/offices/procurement -

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

Signature of Budget Unit Director	Date
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*Please note: This form is for use by the Office of Finance to process payment requests for foreign visitors. It is not to be used for other purposes. The information provided on this form will be used to process your payment request and may be shared with other university departments. If you have any questions, please contact the Office of Finance at (757) 683-4444 or officeoffinance@odu.edu.