

HARVARD
FINANCIAL ADMINISTRATION



Travel Reimbursement to Foreign National Certification Form

Part I: to be completed by all Foreign Nationals

I, _____, certify that I will not receive income payments from any part of Harvard University in the next 45 days.

Signature

Date

Part II: To be completed by B-2 or WT visa holders only

I, _____, certify that I have not received travel reimbursements or income payments from more than five (5) other institutions during the previous six (6) months, **and**

Payment of travel reimbursement I will receive from Harvard University is for usual academic activities and those activities at Harvard University will not last more than nine (9) days.

Signature

Date

Departments should submit this completed form along with the associated nonemployee reimbursement paperwork.

Common Visa Types and Required Forms for Reimbursements

All Foreign National (FN) Guests regardless of visa type must complete Part I of the attached Travel Reimbursement to Foreign National Certification Form

REIMBURSEMENT ALLOWED

Visa Types that May be Reimbursed for Travel Expenses with a Valid Harvard Business Purpose:

- B-1 or WB (WB can be obtained via "ESTA"*) – Visitor for Business (Additional required immigration document: Form I-94 form that indicates an expiration date or a "Admit Until" date**)
- F-1 – Student (Additional required immigration document: Form I-20)
- J-1 – Exchange Visitor (Additional required immigration document: Form DS2019)
- J-2 – Dependent of J-1 The DS2019 for individuals on a J immigrations status (Additional required immigration document: Form DS2019)
- TN – Canadian and Mexican Residents Under NAFTA

NO REIMBURSEMENT ALLOWED

Visa Types that May NOT be Reimbursed for Travel Expenses

- A-1 – Foreign Diplomatic Personnel
- F-2 – Dependent of F-1
- H-4 – Dependent of H-1
- O-3 – Dependent of O-1 or O-2
- TD – Dependent of TN

REIMBURSEMENT ALLOWED ONLY IF SPECIFIC CONDITIONS MET

Visa Types that Require Permission from Sponsoring Institution or Payment Directly to Sponsoring Institution – Departments **MUST** contact the NRA Tax Group (617-495-8500, Option 5) **BEFORE** making a reimbursement to the visa holder

- G-1 – Representative of International Organization
- H-1 – Temporary Worker in a Specialty Occupation
- O-1 – Person of Extraordinary Ability
- O-2 – Accompanying Worker of O-1

Visa Types that Require Certification from Payee to Allow Reimbursement – Departments **MUST** have visa holders complete certification on Part II of the Travel Reimbursement to Foreign National Certification Form attached **BEFORE** making a reimbursement to the visa holder

- B-2 or WT (WT can be obtained via "ESTA"*) – Tourist or Prospective Scholar/Student (Additional required immigration document: Form I-94 that indicates an expiration date or an "Admit Until" date**)

* "ESTA" stands for Electronic System for Travel Authorization. ESTA is not a visa type; it's an online system to get a visa waiver for either Business (WB) or Tourism (WT). If someone says s/he's on an "ESTA" visa, you need to ask if it's for Business (WB) or Tourism (WT). Individuals with visas issued through ESTA must also provide an approved "travel authorization" that is generated from the ESTA program.

**Make sure you get a Form I-94 that indicates an expiration date or an "Admit Until" date. The electronic I-94 always indicates this, but the paper I-94 is handwritten by Customs and Border Protection agents and sometimes the dates are missing.