

REQUEST TO PAY HONORARIA OR EXPENSE WORKSHEET

Honorarium _____
Travel Expense _____
Interview Expense _____
Moving Expense _____

Visitor's Name: _____

Visitor's Address: _____

Citizenship: _____

DOE APPROVAL FOR FOREIGN NATIONALS (Security Office Initials): _____ VISA (type) _____

FORM AL-473 is complete? _____ Yes _____ No _____ Verified (Director's Office)

If request is for Foreign National complete worksheet on back.

Date of Arrival for Visit: _____ Time of Arrival: _____ AM / PM

City Visiting: _____

Date of Departure: _____ Time of Departure: _____ AM / PM

Source of Funds-Budget Name and Code: _____

Justification: _____

Requestor: _____

ESTIMATED EXPENSES:

Air Transportation \$ _____

Agency Fee \$ _____

Surface Transportation (*check mode*) \$ _____

Car Rental (*memo required*) Personal Vehicle Limo/Taxi

Lodging @ _____ days @ \$ _____ per day \$ _____

Lodging Tax _____ days @ \$ _____ per day \$ _____

Reserved Room-Talked with: _____ Please Direct Bill

Per Diem _____ days @ \$51.00 per day \$ _____

Other Expenses: (*Please list--parking, registration, etc.*) _____ \$ _____

TOTAL: \$ _____

AMOUNT OF HONORARIUM AND/OR EXPENSES:

Honorarium (*Ames Lab maximum of \$300 per day*) \$ _____

Expenses—EA# _____

CHECK NEEDED BEFORE VISITOR'S DEPARTURE (*Honorarium only*) (*Foreign Visitors Only*)

Requestor's Signature _____

Program Director or Other Required Signature _____

Ames Laboratory
Honoraria and Expense Payments to Foreign Nationals
Checklist for Eligibility

(To be completed by host prior to submitting *Request To Pay Honoraria or Expense Worksheet*)

VISA Type _____

If type B-1, B-2, WB, WT:

Is visitor performing activities of an academic nature (occasional lectures or research consultations)?

_____ Yes (Continue at “*Academic Honoraria*”)
_____ No (Continue at “*No academic Honoraria*”)

Academic Honoraria

Visitor is eligible for an academic honoraria payment* and associated incidental expenses for usual academic activity (lasting not longer than 9 days at any single institution) for services that benefit Ames Laboratory and if the visitor has not accepted such payment of expenses from more than 5 institutions in the previous six months.

Number of days requested for honoraria and/or expenses: _____ days

Number of academic honoraria and/or expense payments received from other institutions in past six months: _____ payments

No academic Honoraria

If type B-1 or WB, visitor is allowed to receive reimbursement for only incidental expenses.

If type B-2 or WT, visitor is not permitted to receive any type of payment.

If type F-1:

Honoraria* and expenses allowed. F-1 students with immigration documents issued by institutions other than Iowa State University must have an EAD or other off-campus work permit to receive honoraria.

If type H-1:

Is H-1 visa sponsored by ISU/Ames Laboratory?
_____ (Yes) Honoraria* and expenses allowed.
_____ (No) No payment allowed.

If type J-1:

Is J-1 visa sponsored by ISU/Ames Laboratory?
_____ (Yes) Honoraria* and expenses allowed.
_____ (No) Must obtain written authorization from J-1 sponsor to receive payment.

* Honoraria payments should be reserved for highly regarded visitors. Normal Ames Laboratory process is to reimburse for travel expenses only. Honoraria payments must be justified by the requestor and approved by the Laboratory Director or designee from the Executive Council.

Note: Documentation requirements include the following:

Copy of Valid Passport	(File in Human Resources Office)
Copy of I-94 (front and back)	(File in Human Resources Office)
Complete Form AL-473	(File in Director’s Office)