



Living Allowance Payments to a Foreign National (No honorarium)

Name: _____
Title of Activity: _____
Date(s) of Activity: _____

Pre-arrival planning:

- Finalize the activity details: title of activity; date.
- Confirm if foreign national is eligible to receive a living allowance. Note: Eligibility for travel reimbursement is the same as eligibility for living allowance.
- If J-1 scholar, direct the individual to get permission letter from both home department and International Students & Scholars Office (at WWU or at sponsoring university).
- Send invitation letter to the foreign national to communicate the details of the activity.
- Make decision on whether to process Living Allowance prior to or upon foreign national's arrival to campus.

If submitting Living Allowance request prior to FN's arrival:

Department does the following:

- Enter Expense Report into TEM
- Obtain traveler's signature on the print version of the ER *faxed or scanned copy of FN signature is acceptable
- Attach signature to the ER
- Copy of passport identity page
- If J-1 scholar, copy of permission letter and DS 2019.
- If F-1 student, copy of I-20.
- Copy of visa and/or port of entry stamp in passport (make sure copy is readable).
- For Canadians, copy of either driver's license or social insurance card OR copy of passport identity page



If submitting living allowance request upon foreign national's arrival on campus:

Department enters Expense Report in TEM

- Attach signature of foreign national on the ER print version to the ER
- Include purchase requisition number obtained from PAS.
- Copy of passport identity page.
- If J-1 scholar, copy of permission letter and DS 2019.
- If F-1 student, copy of I-20.
- Copy of stamped I-94 card in passport
- For Canadians, copy of either driver's license AND social insurance card OR copy of passport identity page.

Pay the foreign national

- Will pick up check from Cashier's Office OR
- Checks requested before foreign national arrives will be held at the Cashier's Office until the foreign national arrives and copies of the required documents are received OR
- Check should be mailed to the department

