

# Guidelines for Department Visitor

## -Items that should be taken into consideration when inviting a visitor to UWM

-What are the dates of the visit and/or length of stay?

-Will they need to be sponsored on a visa?

-if yes, refer this to Tanya Skrivseth at [tdepp@uwm.edu](mailto:tdepp@uwm.edu)

-Will they be employed at UWM during their stay?

-If yes, refer this to Tanya Skrivseth at [tdepp@uwm.edu](mailto:tdepp@uwm.edu)

-If they are only receiving a stipend or honorarium because of a colloquium or one day event, and they are a U.S. Citizen or Permanent Resident, this does not need to be referred to Tanya unless the speaker needs a formal invitation letter. If they are NOT a U.S. Citizen or Permanent Resident, please contact Tanya before any invitation is given.

-Are they on a Visa and has all necessary paperwork been filled out for any foreign individual? Some Visa types do not allow honorarium payments. Contact Bonnie Gonnering in Accounts Payable (X4346) to determine necessary documentation and if payment is allowed. In addition to passport and I-94 or ESTA copies, the visitor must have an ITIN (Individual Taxpayer ID) if paid for services (i.e. honorarium) and may need an IRS 8233 if from a tax treaty country.

-If there are any expenses involved in the visit, what funding source will be used?

-If grant money is being used, are these expenses listed in the original proposal?

Expense reimbursement should be taken care of as follows:

-Purchasing card may be used to pay for visitor's airfare and hotel (as long as they are not going to be employed by UWM) – following state guidelines. Purchasing card may NOT be used once the visitor is or becomes employed by UWM.

-All other expenses should be paid through E-Reimbursement or Honorarium/Stipend

-Forms for these expenses can be found at the following website -

<https://uwm.edu/business-financial-services/accounts-payable/forms/>

-Additional information regarding travel and reimbursement can be found at:

<https://uwm.edu/business-financial-services/accounts-payable/procedures/>

-For foreign nationals, some Visa types do not allow payment. Contact Bonnie Gonnering in Accounts Payable (X4346) to determine necessary documentation and if payment will be allowed. Honorariums/Stipends must be submitted on a Payment to Individual Report (PIR).

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- Expenses paid for by the visitor can be reimbursed through E-Reimbursement
  - Detailed receipts should be included with the reimbursement
  - Copies of all foreign documents are required for foreign individuals (Please be sure to collect this information from the visitor during the stay)
    - Copy of the passport, I-94 or entry stamp are needed
  
- If UWM is paying for extended stay hotel or costs associated with apartment rental, the following will apply:
  - Prior approval is needed from UBR/Assistant Dean and Associate Dean
    - Items needed for approval to be granted:
      - Dates and length of stay
      - Business reason for stay
      - Fund that will be used for these expenses
      - Approximate cost of total payment
  - UWM will not pay rent directly to any landlord; the money has to be paid directly to the visitor to pay rental expenses – any rental agreement has to be between the visitor and the landlord, UWM will NOT be involved in any visitor rental agreements.
    - It may be better to pay a larger stipend up front (paid in increments) that will cover the cost of housing and avoid additional paperwork.