San Diego State University Research Foundation  
Flowchart for Travel Payments  
to Nonresident Foreign Nationals

1. Is the travel payment to an SDSU and/or SDSURF employee?  

- Yes
- No  

2. Complete SDSURF "Travel Reimbursement Request Form". Refer to the Project Administration Guide, Part IV, for eligible expenses, documentation required and instructions for completing the form. **Note**: No withholding or reporting is required.

3. Is the payment to a recipient that is (or would normally be) compensated (e.g., contractor payments, honoraria, guest speaker fees)?  

- Yes  
  - No
- No  

4. Will the recipient only receive travel payments (i.e. no honorarium)?  

- Yes
- No  

5. Complete SDSURF "Foreign National Travel Reimbursement Supplement" and IRS Form W8BEN to determine eligibility for travel payments. If eligible for payment, also complete SDSURF "Travel Reimbursement Request".

6. Complete SDSURF "Foreign National Information Form" (if not already completed), SDSURF "Travel Reimbursement Request Form" and IRS Form W8BEN. Also refer to SDSURF "Flowchart for Payments to Individuals for other than Employment, etc." for withholding obligations on fee portion of payment.

7. Is the travel payment paid in lieu of or to a scholarship or fellowship recipient - no services required.  

- Yes
- No  

8. Travel payments are subject to foreign national scholarship and fellowship payment rules (reportable by SDSURF with 14% or 30% federal withholding required). Complete SDSURF "Nonresident Foreign National Fellowship/Scholarship Payment Request Form". Attach copies of all related check requests and/or payment authorization forms used for third party payments directly to hotels, agents or airlines. Refer to SDSURF "Flowchart for Scholarship and Fellowship Payments to Nonresident Foreign National" for withholding, documentation and notification requirements. Complete IRS Form W8BEN.

9. Refer to SDSURF "Flowchart for Payments to Individuals for other than Employment, etc." for withholding obligations.

**IMPORTANT REMINDERS:**

A WB or B-1 visa holder can be reimbursed travel expenses even if they do not meet the 9, 5, 6 rule.  
A WT or B-2 visa holder cannot be reimbursed travel expenses if they do not meet the 9, 5, 6 rule.  
Generally, all other foreign recipients must be sponsored by SDSU in order to receive travel payments.  
Many visa types do not allow the foreign recipient to receive compensation or travel reimbursements.

**PRIOR COPIES OF THIS FLOWCHART SHOULD NOT BE USED**

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