

NONRESIDENT ALIEN PAYMENT CHECKLIST

Use this checklist when making payments to foreign visitors. Make sure you have all of the following documents before submitting to Accounts Payable:

- [Payment Request for Guest/Special Lecturer](#) (For honorarium) or Invoice/Purchase Order (For other payments for services)
- [Supplier Payment Data Record](#) (STD. 204)
- [Foreign National Information Form](#)
- Copy of passport page with expiration date and payee's picture
- Copy of I-94 (a small card stapled inside the passport)
- Receipts for travel expenses (except for per diem) – FOR TRAVEL EXPENSE REIMBURSEMENTS ONLY

Questions regarding payments to foreign visitors should be directed to Audit & Tax staff at 619-594-5147 or aguenthe@mail.sdsu.edu.