Memo:

Documents Needed for Visitors to ESM Department

I. Non-PSU Employee Visitors
If you are hosting a Non-Employee, and providing any meals, and/or the guest will be reimbursed for lodging, airfare or other expenses...the following completed forms(s) are required:

- Visitor Information Sheet for Income and Travel
  - All visitors need to complete this form.

- I-94: copies of both sides of document needed, if guest is not a US Citizen or permanent resident.

- W-9 if guest’s residency status is 2 or 3 as described in VISIT form

- A completed Non-Employee Travel Reimbursement Form if the Non-Employee will be reimbursed for any travel expenses

II. Reimbursing a PSU Employee for Travel Expenses

A completed Employee Travel Reimbursement Form is needed.
The form is available at http://www.travel.psu.edu/

Please submit completed forms to: Carol Winkler