

## **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