Lecturer accepts invitation to visit UNC

Will monies be paid to the visitor at any point? (reimbursement, airfare, honorarium)

Will traveler be on campus for 11 consecutive days?

Is visitor a U.S. Citizen or a permanent resident?

Will visitor be receiving an honorarium?

Will airfare be issued through CABS**?

Will visitor be reimbursed for travel expenses?

Complete group 1 forms

Complete group 2 forms

Complete group 3 forms

Complete group 4 forms

Need forms at least 8 weeks in advance by office.

**Central Airfare Billing System – means by which an airfare is purchased by UNC for traveler.
Form Groups

1. U.S. Citizen/Permanent Resident Receiving Honorarium
   a. Independent Contractor Form
   b. Internal Vendor Form
   c. W-9

2. U.S. Citizen/Permanent Resident NOT Receiving Honorarium
   a. Internal Vendor Form
   b. W-9

3. Non-U.S. Citizen Receiving Honorarium
   a. Internal Vendor Form
   b. W-8BEN
   c. Independent Contractor Form
   d. Copy of Passport pages
   e. Foreign Withholding Assessment Form
   f. I-94 & Travel records for the DHS
   g. ITS 8233
   h. ACH form OR
   i. Foreign Wire Form

4. Non-U.S. Citizen NOT Receiving Honorarium
   a. Internal Vendor Form
   b. W-8 BEN
   c. Copy of Passport/Visa pages
   d. ACH form OR
   e. Foreign Wire Form