



Need forms at least **8 weeks in advance of travel**. Once notified by office staff that paperwork has been approved, committee chair puts traveler in touch with travel agent to book flight.

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

All receipts for reimbursement must be submitted to office prior to traveler's departure from UNC

Form Groups

1. U.S. Citizen/Permanent Resident Receiving Honorarium
 - a. [Speaker Checklist*](#)
 - b. Internal Vendor Form
 - c. [W-9](#)
 - d. [ACH Form](#)
2. U.S. Citizen/Permanent Resident Receiving Travel Funding and NOT Receiving Honorarium
 - a. Internal Vendor Form
 - b. [W-9](#)
 - c. [ACH Form](#) if receiving travel reimbursement funds
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. [IRS 8233](#)
 - h. [ACH form \(Only if speaker holds a US bank account\) OR](#)
 - i. [Foreign Wire Set-Up Form](#)
4. Non-U.S. Citizen Receiving Travel Funding and NOT Receiving Honorarium
 - a. Internal Vendor Form
 - b. [W-8 BEN](#)
 - c. Copy of Passport/Visa pages
 - d. [ACH form \(Only if speaker holds a US bank account and is receiving travel reimbursement\) OR](#)
 - e. [Foreign Wire Set-Up Form \(Only if receiving travel reimbursement\)](#)

*If any speaker will be on campus for more than a week or be paid more than \$5,000, they will need to fill out the full [Independent Contractor Form](#).