International Hosting Panel
CATS February 11, 2014

Joanna Snyder, Associate Director, Scholar Services, Office of International Services
Melonee Bristoe, Director, Travel Management Services
Vickie Fry, University Tax Manager
Matt Estell, Contract Manager, Procurement Services
Charlie Sinex, Director, Accounts Payable
Moderator: Denise Gardiner, Director of Finance, Office of the Vice President for International Affairs
I. Inviting the Visitor - Joanna

WEB REFERENCES:

- **Visas for faculty, staff, and visitors.**
- **Short-term visitors.**
- **J1 scholar visas.**
II. Arranging Travel - Melonee

WEB REFERENCES:

- Designated Travel Agency
- Orbitz for Business
- Hotel Rates by Campus (direct bill)
- Prepaid Limo
- Other Non-employee resources
III. Tax - Vickie

- Quick Guide – Payments to Int’l Visitors
- Example of Valid W-8BEN

SUGGESTED LANGUAGE:

- “Please note that honorarium payments to nonresident aliens are subject to U.S. tax withholding at a rate of as much as 30%.”
- If the department has agreed to gross up the taxes, insert – “We will cover any US taxes assessed on your honorarium. The honorarium amount will be $___ after taxes are withheld.”
- If the department will not be covering the tax insert – “If you are subject to U.S. taxes your honorarium will be reduce to cover any taxes due.”
- If the visitor has an ITIN or SSN and is from a tax treaty country, insert – “It may be possible to reduce the tax rate by claiming tax treaty benefits. We will assist you in doing that to the extent allowable by law.”
IV. Purchasing - Matt

WEB REFERENCES:

• Services (speakers/performers) – $1,000 rule
• International PO procedures
New AP documents - Charlie

- KFS Quick Guide to Wire Transfer and Foreign Draft Processing
- International Wire Transfer Form
V. Difficult Payments - Charlie

SUGGESTED LANGUAGE:

“Your [honorarium and/or reimbursement for out-of-pocket travel if not pre-paid] will be paid after your visit by international wire transfer to your home country bank account. You will be responsible for any currency conversion or bank fees on the receiving end.”