

All Non-US Citizens

(Including non-US citizens working in the US)

In order to be reimbursed for your expenses, you must submit these documents to NCEAS administration staff (suite 309) before your departure:

REQUIRED DOCUMENTATION:

- Passport
- Visa or I-94 Card
- Declaration of Immigration Status (attached)

EXCEPTIONS:

Canadian citizens:

- Driver's License can be substituted for Passport and Visa/I-94
- Declaration of Immigration Status (attached)

Permanent residents:

- Permanent Residence Card (front and back) instead of Passport and Visa

F-1 visa holders:

- I-20 (F-1 Certificate of Eligibility for Non-immigrant Student Status)

J-1 visa holders, in addition you are required to provide:

- DS-2019 (J-1 Certificate of Eligibility for Exchange Visitor Status)
- A letter of permission from your host institution indicating that attendance at the NCEAS workshop is consistent with and appropriate to the activity and subject you are engaged in at the sponsoring institution. The letter should also state that the visit is a short-term consultation on a specific research topic; please include the name of the working group. This letter can be mailed or e-mailed from an immigration counselor from your host institution; this person must handle visa and immigration matters for your institution. A department advisor cannot write this letter. Bring this letter with you to the meeting or return it with your NCEAS travel reimbursement form at the end of the meeting.

Declaration of Immigration Status by Non-U.S. Citizens

Submit with Travel Voucher Documentation

Traveler Instructions

To comply with the U.S. immigration laws, UCSB requires the following Traveler information (i.e., Items A-E below) to be provided by all Non-U.S. Citizen Travelers (Travelers) prior to receiving travel reimbursements or benefits (e.g., when UCSB directly pays travel related hotel or airline expenses on your behalf) from UCSB. Please complete the below information and return to the UCSB representative who requested this information.

A. Indicate your current U.S. Immigration Status (or your expected U.S. Immigration Status if you haven't yet entered the U.S.) Note: Canadian Residents entering the U.S. without U.S. Immigration Documentation have an "Implied B-1" Immigration Status."

Travelers Ineligible for Travel Reimbursements or Benefits: In accordance with U.S. Immigration Law, Travelers with the following types of U.S. Immigration Status may not receive any form of payment from U.S. Sources, including travel reimbursements, during their stay in the U.S.

No U.S. Immigration Status obtained F-2 H-4 O-3 P-4

B. Indicate the type of immigration documentation you have to support your current or expected U.S. Immigration Status and attach a copy of that documentation to this form:

- Green Card
 I-94 Form
 Proof of Canadian Residency – only for Canadians with "Implied B-1" status in Item A above
 Other: Describe

C. Indicate your "primary" relationship to the University in connection with this travel:
(Check one)

- Employee
 Independent Contractor (e.g., non-employee guest speaker or lecturer, honoraria recipient)
 Non - Employee (e.g., student, fellow or researcher): Describe relationship below

D. If you checked Non-Employee in Item C above, please indicate the "primary" purpose of your travel: (Check one)

- Travel "primarily" supported my individual educational or research goals; or
 Travel "primarily" benefited the University: Describe benefit to University:

E. Complete this item only if you have (or expect to have) a B-2 or WT immigration status: (Check one choice for both Items 1 and 2 and list dates in Item 1)

1. The period of my academic activity at UCSB [**will** or **won't**] be 9 days or less
List dates - From: To: f b a #XX#rmmmt
2. I [**have** or **have not**] been reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity from more than 5 educational institutions in the previous six-month period.

TRAVELER'S SIGNATURE _____ **DATE** _____

f b a #XX#rmmmt

TRAVELER'S PRINTED NAME _____

Wire / Draft Information & Authorization Form

U5-8WD (11-2003)

FOREIGN CURRENCY TO BE USED		FOREIGN AMOUNT		- OR - (whichever is known)		US DOLLAR AMOUNT		
VENDOR/PAYEE NAME								
<i>Submit with approved, original invoice or Payment Request. This form is not a substitute for regular documentation.</i>				LV SB VB KK etc.	INVOICE NO.	INVOICE DATE		
Loc	Account	Fund	S	Obj Code	Cost Centr	Cost Type	Project	AMOUNT

SELECT PREFERRED WIRE/DRAFT TYPE:

() US Dollar domestic/international wire (provide banking information below)	BANK FEES
() Foreign currency wire (provide banking information below)	\$8.00 / \$9.50
() Foreign currency draft (no banking information needed)	\$7.50
	\$10.00

The actual foreign exchange rate is determined at the time the transaction is processed by the bank. Returns, reissues and associated foreign exchange rate fluctuations may result in subsequent additional charges.
 For exchange rates see: <http://www.oanda.com/converter/classic> For Euro countries see: <http://www.euro.ecb.int>

VENDOR/PAYEE BANKING INFORMATION: **(required for all wires)**

Bank account number: _____

Name on bank account: _____

Domestic wire: bank's ABA routing number: _____ *

Foreign wire: bank's SWIFT code _____ *

Bank name: _____

Bank Address: _____

Intermediary bank information, if required: _____ *

* If not known, Accounting will attempt to supply, or execute the request as a draft.

APPROVED BY

I am aware of the above request for wire/draft processing and agree that circumstances justify incurring the above bank fees as well as possible subsequent bank charges resulting from any returns and reissues.

 Authorized approver other than invoice/payment approver Title Date

DEPARTMENT CONTACT

 Prepared by Extension Department

Submit the signed original to Accounting.
 No additional copies required by Accounting.
 All charges will be on the GL060 as Vcehr No xx042, TE 53, entries.

STATE PRIVACY NOTICE

The state of California Information Practices Act of 1977 (effective July 1, 1978) requires the university to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to determine that you are eligible to receive payments or benefits from the University (e.g., travel reimbursements). Such eligibility is dependent on proof of lawful presence in the United States in accordance with U.S. immigration laws.

Furnishing all (or specifically designated) information requested on this form is mandatory. Failure to provide such information will prevent you from receiving travel reimbursements or benefits from the University.

Information furnished on this form may be used by U.S. Citizenship and Immigration Services and will be transmitted to other State or Federal governments as required by law.

Individuals have the right to review their own records upon request.