

UNIVERSITY OF SOUTHERN CALIFORNIA

Check List for Payment of Reimbursements for Incidental Expenses Only  
to Short Term International Visitors

Payee must provide:

1. \_\_\_ Certificate of Academic Activity for B class visas only
2. \_\_\_ Social Security Number or ITIN should be obtained IF the individual has one;  
*not required.*
3. \_\_\_ Non-employee International Visitor Questionnaire
4. \_\_\_ B class visas: Copy of passport and copy of I-94 or arrival stamp
5. \_\_\_ All other visas: Copy of passport  
Copy of I-94  
Visa documentation

Department administrator provides:

1. \_\_\_ Disbursement Control Check Request Form using the appropriate expense object code
2. \_\_\_ Verify all information provided by payee is complete and submit check request to Payroll Services for review and process

Additional items to check off:

1. \_\_\_ Verify that the person is allowed to engage in academic activity on campus.
2. \_\_\_ All forms must be original and completed in ink.

Please contact University Payroll Services at (213)740-8855 if you have questions.