

## Visa Document Guidelines Required For Travel Reimbursement of Foreign National Visitors

SLAC is a national laboratory supported by the U.S. Department of Energy (DOE) and, as such, we must follow the regulations of the DOE and the U.S. Citizenship and Immigration Services relating to reimbursement of travel expenses. For visitors who are not U.S. citizens or Permanent Residents, these include a number of requirements that are stringent and at the same time not so obvious. Please read this page carefully and make your plans accordingly.

If you have received an invitation to visit SLAC and you have been formally offered travel support, SLAC may reimburse all or part of your travel expenses if you have obtained a **B-1 visa or WB waiver status notation on your I-94 Arrival/Departure Card upon arrival in the U.S.** If you have obtained a B-1 visa stamp from a U.S. Embassy or Consulate, you should receive B-1 status on the I-94 Arrival/Departure Card provided to you upon entry (usually stapled into your passport). **Be sure to check the visa status written on the I-94 Arrival/Departure Card BEFORE you LEAVE the inspections area at the airport.** It should not be a problem to obtain B-1 or WB status, but if a problem should arise, you should ask to speak with an inspections supervisor.

For complete details on the Visa Waiver Program, please access the U.S. Department of State web site at [http://travel.state.gov/visa/tempvisitors\\_novisa\\_waiver.html](http://travel.state.gov/visa/tempvisitors_novisa_waiver.html). For summary details on the Visa Waiver program, please access <http://www-group.slac.stanford.edu/hr/i/waiver.htm>.

**You must present original documents to the appropriate SLAC department as indicated in Sections A and B below:**

**A. On the first business day of your arrival at SLAC, take your passport and original visa documents (see list pertaining to your specific visa type below) to the International Services Office (ISO) located in the A&E Building, Room 233:**

### **WB and B-1:**

- Passport bio page(s) (must include passport # and expiration date)
- Visa stamp, if B-1 visa
- I-94 Arrival/Departure Card

### **J-1 visa holders:**

- Passport bio page(s) (must include passport # and expiration date)
- Visa stamp
- I-94 Arrival/Departure Card
- DS-2019
- Authorization letter from the sponsoring institution **signed by the Responsible Officer (RO) or Alternate Responsible Officer (ARO)** (22 CFR 62.20 (g)). The letter **should mention SLAC by name, give the dates of the visit and approval for the travel expense reimbursement.**

### **H-1B visa holders:**

- Passport bio page(s) (must include passport # and expiration date)
- Visa stamp

- I-94 Arrival/Departure Card
- I-797 (Approval notice from U.S. CIS, Legacy INS)

**F-1 visa holders:**

- Passport bio page(s) (must include passport # and expiration date)
- Visa stamp
- I-94 Arrival/Departure Card
- I-20
- Acknowledgement from the **Designated School Official (DSO)** of the sponsoring institution that the individual is a **student in good standing and they have no objection to the travel expense reimbursement**. The letter should mention SLAC by name and give the dates of the visit.

**O visa holders:**

- Passport bio page(s) (must include passport # and expiration date)
- Visa stamp
- I-94 Arrival/Departure Card
- I-797 (Approval notice from U.S. CIS (Legacy INS))
- Approval letter from **signatory authority for I-129 forms** from the sponsoring institution. The letter **should mention SLAC by name and give the dates of the visit**.

**TN visa holders:**

- Passport bio page(s) (must include passport # and expiration date)
- I-94 Arrival/Departure Card
- Sponsor's offer letter
- Approval letter from **signatory authority for I-129 forms** from the sponsoring institution. The letter **should mention SLAC by name and give the dates of the visit**.

**B. You must submit dated original receipts or invoices for expenses to the Travel Reimbursement Office with the expense report. The following is a brief list of travel expenses that may be reimbursed if offered in the invitation:**

- Airfare: Lowest available airfare but not more than coach class on a U.S. carrier (**must have U.S. flight numbers**).
- Compact car rental: Up to a maximum of \$150 per week. Stanford self-insures, therefore, other insurance will not be reimbursed.
- Lodging: For visits of less than 30 days, SLAC will provide reimbursement for lodging at the SLAC Guest House. Alternative lodging accommodations should only be arranged with advance approval.
- Meals: Up to the maximum allowable rate as indicated in the Travel Reimbursement Guidelines. Receipts are not required for meals.

For more detailed information regarding travel reimbursement and acceptable rates, go to <http://www-group.slac.stanford.edu/ocfo/travel/visitorGuidelines.html> to access Travel Reimbursement Guidelines.

Please contact [robyn@slac.stanford.edu](mailto:robyn@slac.stanford.edu) if visa clarification is needed.