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 (USCIS) relating to reimbursement of travel expenses. For visitors who are not U.S. citizens or U.S. Legal 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 ONLY if you provide the required documentation to SLAC’s International Services Office. **On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present your passport, original visa documents, and sponsorship approval letter if applicable. Please review relevant visa information below pertaining to your visa status AND the Travel Reimbursement Office requirements below.**

**WB Status Holders:**

Individuals who are eligible to participate in the Visa Waiver Program must register AND pay a registration fee prior to arrival into the U.S. Please review the U.S. Department of State web site at http://travel.state.gov/visa/temp/without/without_1990.html for requirements and registration.

During the entry procedure at a U.S. Port of Entry, an Immigration Officer will indicate your date of arrival, Port of Entry, how long you may remain in the U.S., and your visa waiver status on an I-94 Arrival/Departure Card. You must ensure he/she indicates you have been granted WB (Waiver for Business) status. **Be sure to check your waiver status BEFORE you LEAVE the inspections area at the airport.** If you are inadvertently provided WT (Waiver for Tourist) status, please ask for a correction. If necessary, ask to speak with an inspections supervisor to obtain a correction. **SLAC is NOT able to provide travel expense reimbursements to WT (Waiver for Tourist) status holders.**

On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- I-94 Arrival/Departure Card

**B-1 Visa Holders:**

You must obtain a B-1 or B1/B2 VISA entry stamp (sticker affixed to your passport page) from a U.S. Embassy/Consulate prior to traveling to the US. During the entry procedure at a U.S. Port of Entry, an Immigration Officer will indicate your date of arrival, Port of Entry, how long you may remain in the U.S., and your visa status on an I-94 Arrival/Departure Card. **You must ensure he/she indicates you have been granted B-1 (business) visa status. Be sure to check the visa status indicated BEFORE you LEAVE the inspections area at the airport.** If you are inadvertently provided B-2 (tourist) visa status, please ask for a correction. If necessary, ask to speak with an inspections supervisor to obtain a correction. **SLAC is NOT able to provide travel expense reimbursements to B-2 (tourist) visa status holders.**
On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card

J-1 Visa Holders:

On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card
- DS-2019
- Authorization letter from your sponsoring institution signed by the Responsible Officer (RO) or Alternate Responsible Officer (ARO) (22 CFR 62.20 (g). The letter must mention SLAC by name, give the dates of the visit and approval for the travel expense reimbursement.

H-1B Visa Holders:

On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card
- I-797 Approval Notice (issued by the USCIS)

F-1 Visa Holders:

On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card
- I-20 (pages 1 and 3)
- Acknowledgement letter from a Designated School Official (DSO) of your sponsoring institution confirming you are a student in good standing and they have no objection to SLAC providing travel expense reimbursements to you. The letter should mention SLAC by name and give the dates of the visit. A sample letter is available upon request. See e-mail address below.

O-1 Visa Holders:

On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card
- I-797 Approval Notice (issued by the USCIS)

TN Visa Holders:

On the first business day of your arrival at SLAC, you must check in with the International Services Office located in the VUE Center in Building 53, Cubicle 1072 and present the following:

- Your valid passport
- VISA entry stamp (affixed to passport page by U.S. Embassy/Consulate)
- I-94 Arrival/Departure Card

A-1 (Diplomat):

Reimbursement payments for travel may be made to consulate or vendor directly. Payment to the individual is not permitted. No other payments are allowed.

G-1 (World Organization):

Reimbursement payments for travel may be made to the world organization or vendor directly. Payment to the individual is not permitted. No other payments allowed.

Please contact robyn@slac.stanford.edu if visa clarification is needed.

Travel Reimbursement Office:

You must submit dated original receipts or invoices for expenses to the Travel Reimbursement Office with the expense report.

To access the Travel Reimbursement Guidelines go to: http://www-group.slac.stanford.edu/ocfo/travel/visitorGuidelines.html.

If travel expense clarification is needed, contact travel@slac.stanford.edu.