

## DEPARTMENTAL FOREIGN NATIONAL TAX LETTER

### **REQUEST FOR PAYMENT TO A FOREIGN NATIONAL WHO IS NOT A UNIVERSITY OF PITTSBURGH STUDENT, FACULTY OR STAFF**

**Purpose of form: To be attached to a Disbursement Request when payment to a foreign national individual is for the reimbursement of travel, lodging and business expenses connected with a visit to the University of Pittsburgh, or when the payment is connected with activities of the foreign national conducted outside of the U.S.**

**Foreign national payee name:** \_\_\_\_\_

A. Reimbursement for travel, lodging and business expenses made in connection with a visit to the University of Pittsburgh:

The foreign national payee has identified and requested reimbursement for travel, lodging and business expenses totaling \$\_\_\_\_\_ incurred or to be incurred in connection to a visit to the University of Pittsburgh. While no substantiation is required, the University host department believes the amount to be reasonable.

University Department administrator:

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

B. The payment to the foreign national is connected to activities conducted outside of the U.S. The payee is not in the U.S.

University Department administrator:

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

