FOREIGN VISITORS
TO MECHANICAL AND ENVIRONMENTAL ENGINEERING DEPARTMENT

A visitor is determined to have a definite end date and/or a “without salary” appointment

1. Can UCSB pay a foreign visitor an honorarium?
   ?? B1, B2, WB and WT visa holders may be paid an honorarium for usual academic activity not exceeding nine days in duration provided that such individual has not received honoraria from more than 5 educational institutions in the previous six-month period.
   ?? Under certain circumstances, the J-1 academic visitor sponsored by UCSB may receive an honorarium.
   ?? If the visitor has a J-1 visa from another institution, that institution’s immigration counselor must sign a letter stating that the visitor’s appearance at UCSB is consistent with and appropriate to the reason the originating institution brought him/her to the United States. That letter needs to be attached to the Honorarium Request.

2. Can a foreign visitor be reimbursed for airfare, hotels, meals, etc?
   Only if prior approval has been sought (by P. I. or Dept. Chair) and reimbursement policies explained.
   ?? If a visitor is to be paid from most funding sources (NSF, EPA, Army, Air Force, etc.), that traveler needs to fly on a US carrier. See our contract and grant staff person for details.
   ?? The I-94 card (a small white card that is given by an Immigration officer upon entry and taken back by another Immigration officer upon departure) needs to be stamped with B1 or WB (Business or Business Waiver distinction) upon entry into the US. The B1 and WB status visitors may be reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity regardless of the duration of the activity and regardless of whether the individual has previously received payment from other educational institutions.
   ?? A B2 or WT designation on the I-94 can be reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity not exceeding nine days in duration, provided that such individual has not received travel and incidental expenses from more than 5 educational institutions in the previous six-month period.
   ?? As soon as the traveler arrives at MEE, a copy needs to be taken of his/her current passport and the I-94.
   ?? If the visitor has a J-1 visa from another institution, that institution’s immigration counselor must sign a letter stating that the visitor’s appearance at UCSB is consistent with and appropriate to the reason the originating institution brought him/her to the United States. This must be attached with the Travel Reimbursement Request submitted to UCSB’s Accounting Department.
   ?? A signed and dated MEE reimbursement request is received with all original receipts attached or on a separate piece of paper. Copies of passport and I-94 need to be included with request.

2. Is a Canadian a foreign visitor?
   ?? Visas and passports are not required for a Canadian’s entry into the U.S., BUT he/she must still present documents corresponding with the U.S. visit purpose and receive the I-94 card with the proper "visa" category indicated on it. If the Canadian citizen is admitted without this, then he/she is in the U.S. as a Tourist, and will need proof of Canadian citizenship to be processed as a B1, WB, B2, WT, and will be limited by the payments allowed to those categories as indicated above.

We hope this will help you as you plan for foreign visitors at UCSB. If you have any questions or concerns, please see the financial office staff or MSO. Also, please refer to the Office of International Students and Scholars’ website at http://www.oiss.ucsb.edu/forevisacat/evisa.htm