

Non-Penn Affiliates/ (Foreign National) Reimbursements - Checklist

The following signed, completed documents are typically required for reimbursement of any foreign national. If you have any questions, please contact any of us in the Business Affairs office. **Please note that as per Penn policy, alcoholic beverages are not reimbursable; by submitting the Guest Travel Reimbursement Worksheet, you are certifying that your request does NOT include alcohol.**

Required Documents	Located
Copy of passport	•
Copy of stamp in passport	•
I-94 form, if applicable	•
If you are here on a J-visa, form DS2019 is required	•
If you are here on a F-visa, form I-20 is required	•
Foreign National Information Form	• Penn Law Website (see below)
W-8BEN	• Penn Law Website (see below)
Guest Travel Reimbursement Worksheet	• Penn Law Website (see below)
Itemized receipts indicating payment was made	• Please collect and submit your receipts

- ADMINISTRATION
- Meet the Dean
- Senior Staff
- Facilities
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- BUSINESS AFFAIRS**
- New Hires Payroll
- Travel and Reimbursements
- Check & Purchase Requirements
- Key Forms
- Sponsored Research
- Concur
- Frequently Asked Financial Support Questions
- Staff Commons

Key Forms

The Business Affairs team is available to help you facilitate various transactions at Penn Law.

If you have any additional questions, please don't hesitate to contact the Business Affairs team, located in the Dean's Suite (GK-101).

New Hire Forms

- W-4 form
- Employment Information Form
- Voluntary Self Identification Form
- Online I-9 form
- Philadelphia and/or Pennsylvania state tax exemption form (only necessary when working outside Philadelphia AND you are not a resident of Philadelphia)
- Foreign National Information form (foreign nationals only)
- W-8BEN (for foreign national only for payroll or expense reimbursement)
- Direct Deposit Sign up Form



Contractor Payment Forms

- Independent Contractor Certification Form

Penn-Affiliated Hotel Direct Bill Forms

Complete Section I, II and/or III as appropriate and submit form to businesshelp@law.upenn.edu to complete lower section and submit to the hotel.

- Inn at Penn Reservation Form
- University Sheraton Reservation Form

Reimbursement Forms

- Access **Concur** expense reporting and travel arrangement system.
- Guest Travel Reimbursement Worksheet
- W9 Form

