

**UNIVERSITY OF NEBRASKA**  
**Visiting Personnel / Nonresident Alien Independent Contractor**  
**Miscellaneous Expense Voucher**

**Please legibly print name and address information!**

Legal Name \_\_\_\_\_ Purpose \_\_\_\_\_

FTIN (SSN / EIN / ITIN) \_\_\_\_\_ Dates of Visit \_\_\_\_\_

Home Address \_\_\_\_\_

US Citizen / Resident Alien (Green Card)

Non-Resident Alien (attach copy of I-94, visa and passport)

If box is checked, route to Payroll Office for approval before A/P.

J1  H1  F1  Other \_\_\_\_\_

DS-2019 I-797 DS-2019

B1/B2\*  Canadian\* \*The B1/B2 Affidavit Form is required to be completed, signed and attached to this voucher prior to payment.

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Date of Arrival in US \_\_\_\_\_

Payee Signature \_\_\_\_\_ Citizen of \_\_\_\_\_ country.

I hereby attest that my response and the information provided on this form is true, complete and accurate and may be used to verify my lawful presence in the U.S.

DESCRIPTION	G/L ACCOUNT	AMOUNT
<b>Independent Contractor Fee/Honorarium*</b>	<b>526</b> _ _ _	
<b>Location of Services Provided</b> _____		
*Non-resident Nebraska income tax withheld where applicable		
<b>Travel Expenses:</b>		
<b>Meals (itemized receipts required; alcohol is not reimbursable)</b>		
<b>Lodging (Attach Receipts)</b>		
<b>Commercial Fare (Attach Receipts)</b>		
<b>Parking (Attach Receipts)</b>		
<b>Mileage (note number of miles traveled)</b>		
Non-Recruitment	<b>526001</b>	
Recruitment	<b>522100</b>	
<b>Study Participant, IRB#</b> _____	<b>526902</b>	
<b>Other</b> 1) _____		
2) _____		
3) _____		
(Miscellaneous expenses over \$5.00 require receipts)		
<b>Royalty Payment</b>	<b>521804</b>	
<b>TOTAL</b>		

Dept Name \_\_\_\_\_ Dept Zip Code \_\_\_\_\_

Preparer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Cost Center/WBS Element \_\_\_\_\_

Department Signature Approval \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the Payroll Office:**

Tax Treaty Country \_\_\_\_\_

Fed Tax Type = F1				State Tax Type = S1	
Fed Tax Code _____				StateTax Code _____	
Y1= 5%	Y2=10%	Y3=12.5%	Y4=15%	Y0=0%	
Y5=30%	Y6=0%	Y7=30%	Y8=20%	Y9=4%	

Rec. Type _____	
Royalties=12	Ath/Ent=20
Ind Cont= 16	Corp=50

Payroll Approval \_\_\_\_\_