# VISITOR APPROVAL

SEE REVERSE FOR REGULATIONS AND PROCEDURES

**Name of Visitor** _____

**Permanent Address** _____

**Social Insurance Number (Canadian/Foreign)** _____

**Cheque to be sent to the Attention of** _____ **Dept. of** _____

**Dates of Visit** _____ **Date Cheque Required** _____ (month/day) **2** _____ year

**Department Representative Responsible for Visitor** _____

❑ Receipts are included
❑ Receipts will be forwarded.
❑ Receipts are not included and will not be forwarded - if not included, a T4A will be issued for the total expenditure

| | ESTIMATE OF EXPENSES (in Canadian Funds) | Accountable Expenses | | Non-Accountable Expenses | | HST | |
|---|---|---|---|---|---|---|---|
| A | Economy air fare From to | | | | | | |
| | or | | | | | | |
| | Scheduled airline ground transportation, all points | | | | | | |
| | Other connecting services by rail or bus (return, if applicable) | | | | | | |
| | Allowable for taxis | | | | | | |
| | Per diem meal allowance ( _____ days @ $ _____ per day) | | | | | | |
| | Accommodation Expenses ( _____ days @ $ _____ per day) | | | | | | |
| | Other expenses (specify) | | | | | | |
| B | Stipend (if applicable) | | | | | | |

Total payment to visitor for T4A purposes (A + B)
Total payment to visitor for T4A purposes (B only) _____

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| C | Other expenses to be paid by MUN (e.g. hosting) | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Total other expenses | | | | | | |

Authorized Signature (Dean/Director) _____

Financial Services Approval _____

I — INV DOC # | VENDOR #/STUDENT ID | DUE DATE M M D D Y Y | BANK #

VENDOR INV # | J — JOURNAL VOUCHER # | 1099 | TAX CODE | DELIVERY POINT (ENC)

DESCRIPTION

**FOAPAL**

| FUND | ORGANIZATION | ACCOUNT | PROGRAM | ACTIVITY | AMOUNT |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

1st Copy - Financial Services 2nd Copy - Financial Servies 3rd Copy - Departmental

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BAN-DP-06-2001

## INSTRUCTIONS FOR THE PREPARATION OF VISITOR APPROVAL AND CHEQUE REGISTRATION FORM

This policy is intended to provide a procedure for expediting the payment of expenses incurred by visitors who have received authorization for expenses to be paid by Memorial University of Newfoundland.

This form is to be completed in triplicate. In general, funds for visiting speakers are provided in the accounts of Deans of Faculties or Directors of Schools. The original and second copy are to be submitted to the Dean or Director. On approval the original will be forwarded to the Director of Financial Services for payment and the copy returned to the Department.

## REGULATIONS AND PROCEDURES FOR PAYMENT OF VISITORS' EXPENSES AND STIPENDS

1. The visitor is to pay all of his accounts at the University or elsewhere and should be advised by the sponsoring department prior to arrival.

2. A per diem meal allowance will be paid for each day involving an overnight stop. The rate is specified in the travel policy T-1.5.5.

3. The visitor may be paid the departmental estimate of his costs on arrival at Memorial University. No further accounting for expenses need to be submitted as a T4-A will be issued for the total payment.

4. Any stipend should be within the range approved from time to time by the President's Office and be commensurate with the services provided.

5. Deductions for Canada Pension Plan and income tax will not be made from the stipend.

6. Where the visitor is not a resident of Canada a 15% witholding tax will be deducted from the stipend and a T4A-NR will be issued.

7. Stipends are in Canadian funds and all expenses will be so converted, where applicable.

8. Several days should be allowed for the necessary approvals and processing of the requisition form.

9. Cheques will be sent to the department on the understanding that they will not be released prior to arrival of the visitor. University regulations prohibit the issuing of travel advances to visitors.

10. Hosting expenses will not exceed that authorized under the Hosting policy H-1. This expense will be reimbursed to the Department representative only in accordance with policy H-1.2.2.

11. These regulations are not intended to apply to prospective employees.

Please read policy and procedure T-3 for further information.