

REVISED 07.01.07

Documents to be attached to the Expenditure Professional Services Agreement (multi-page carbon form)

- _____ Copy of the Letter of Invitation prepared by the Department
- _____ Copy of Passport (Identification Section)
- _____ Copy of Visa
(The only exceptions are : Canadian citizens or speakers who are citizens of countries with Visa waiver programs) Please refer to list below.
- _____ Copy of I-94 (front and back)
(The only exception is for Canadian citizens)
- _____ SSN or Individual Taxpayer Identification Number (ITIN)
(if a speaker does not have a SSN or ITIN, they may apply for one at the local IRS Office, 1555 Poydras St., New Orleans, LA 70112; office hours are 8:30 am - 4:30 pm, phone # 504-558-3344; **pls note that obtaining a SSN or ITIN via the local IRS office is difficult; processing a travel voucher for travel expenses, rather than a professional services agreement may be a more expedient option of payment**)
- _____ Professional Services Contract (multi-page carbon form)
- _____ Honorarium Form - Form B-1 (Both sides must be completed); located on U drive in FORMS folder
- _____ Flyer of the Event
- _____ Speaker's Curriculum Vitae
- _____ Proof of Canadian Citizenship or Citizenship in Country Participating in Visa Waiver Program (if applicable)

List of Countries Participating in Visa Waiver Pilot Program:

Andorra	Liechtenstein	United Kingdom
Austria	Luxembourg	
Australia	Monaco	
Belgium	Netherlands	
Brunei	New Zealand	
Denmark	Norway	
Finland	Portugal	
France	San Marino	
Germany	Singapore	
Iceland	Slovenia	
Ireland	Spain	
Italy	Sweden	
Japan	Switzerland	