

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

Please only complete information in this box

Legal Name _____ FTIN (SSN / EIN / ITIN) _____ Home Address _____ _____ _____ City _____ State/Province _____ Country _____ Zip/Postal Code _____ Payee Signature _____	Purpose _____ Dates of Visit _____ <input type="checkbox"/> US Citizen / Resident Alien (Green Card) <input type="checkbox"/> Non-Resident Alien (attach copy of I-94, visa and passport) If box is checked, route to Payroll Office for approval before A/P. <input type="checkbox"/> J1 <input type="checkbox"/> H1 <input type="checkbox"/> F1 <input type="checkbox"/> Other _____ <small>DS-2019 I-797 DS-2019</small> <input type="checkbox"/> B1/B2* <input type="checkbox"/> Canadian* <small>*The B1/B2 Affidavit Form is required to be completed, signed and attached to this voucher prior to payment.</small> Date of Arrival in US _____ Citizen of _____ country. _____
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DESCRIPTION	G/L ACCOUNT	AMOUNT
Independent Contractor Fee/Honorarium*	526__	
Location of Services Provided _____		
<small>*Non-resident Nebraska income tax withheld where applicable.</small>		
Travel Expenses:		
Meals**	Non-Recruitment 526001	
Lodging (Attach Receipts)	Recruitment 522100	
Commercial Fare (Attach Receipts)		
Parking (Attach Receipts)		
Mileage		
<small>**Original, Itemized receipts are required for all food/meal expenses equal to or greater than \$5. Include itemized receipts for items under \$5, if available.</small>		
Study Participant, IRB# _____	526902	
Other (Miscellaneous expenses over \$5.00 require receipts)		
Royalty Payment	521804	
TOTAL		

Dept Name _____	Dept Zip Code _____
Preparer's Name _____	Phone _____
Cost Center/WBS Element _____	
Department Signature Approval _____	Date _____
Department Administrator Approval _____	Date _____

To be completed by the Payroll Office:

Tax Treaty Country _____

Fed Tax Type = F1

Fed Tax Code
Y1= 5% Y2=10% Y3=12.5% Y4=15%
Y5=30% Y6=0% Y7=30% Y8=20%

State Tax Type = S1

StateTax Code
Y0=0% Y9=4%

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

Payroll Approval _____