Foreign National Non-Employee Payments
(Guest Speakers, Honoraria, Invoices, Prizes/Awards, Accounts Payable)

Target Audience:
Office Managers, Supervisors, Administrative Assistants, Administrative Support, or anyone whose responsibilities will be making payments to foreign nationals through Accounts Payable, including hiring guest speakers, arranging payment of prizes and awards, payments to foreign companies and vendors.

Program Objectives:
Provide an understanding of the immigration and tax issues surrounding payments to foreign nationals that are not directly employed by Virginia Tech and to ensure University compliance with Internal Revenue Service (IRS) and US Citizenship and Immigration Services (USCIS) regulations.

Course Summary:
This class will present a guideline for departments that wish to make payments to non-employee foreign nationals. The class will provide an introduction into visa eligibility for guest speakers, criteria for making honoraria payments, travel reimbursement, prizes/awards, tangible goods and intangible (royalty) goods.

Cost:
No cost, but you must register in advance.

Prerequisites:
None

Type of Instruction:
PowerPoint presentation, discussion, questions and answers.

Sign Up:
To sign up, please go to https://www.training.vt.edu
- Click View by Category
- Highlight VP for Finance and CFO
  - Click GO
- Choose your class under the Controller’s Office section.

Additional Comments:
The course is on-going, offered Thursday of the third full week of the month 9:00 AM - 12:00 Noon in room 2450 North End Center. Training sessions with less than three (3) participants will be rescheduled to the next month. REMINDER: The Payroll trainers are always available to answer your individual questions or to offer assistance. Contact Janet Kunz at (540) 231-3754 / jakunz@vt.edu.