

# Brown University

## Payments to Visiting Researchers/Scholars

This form accompanies payment requests for **visiting researchers/scholars**.

### Instructions

1. Ensure the payment recipient is in the supplier database.
2. Researchers/Scholars who are US Residents: Attach this completed form to the Workday Supplier Invoice. Include the researcher/scholar's letter of invitation, if available.
3. Researchers/Scholars who are foreign nationals:
  - a. If the visiting researcher is a foreign national, the researcher must access and enter required information, such as passport and visa information, into the Foreign National Information System (FNIS). Please see instructions to obtain your FINIS access. If you have further questions, contact [controller\\_payroll@brown.edu](mailto:controller_payroll@brown.edu)
    - i. The foreign national visiting researcher will be required to supply supporting documentation for information entered into FNIS.
  - b. Attach this completed form to the Workday Supplier Invoice and include any supporting documentation, including the letter of invitation, if available. Use the Spend Category Visiting Scholar / Researcher (9665).
4. The Controller's Office must know the residency status of each recipient so that Brown University can comply with Federal tax withholding requirements.

US Resident    Yes     No     If no, what is Country of Residency?

What is the Visa Type?

Department Requesting Payment <input type="text"/>	Date Payment Begins <input type="text"/>
Name of Researcher/Scholar <input type="text"/>	Duration of the Visit <input type="text"/>
Amount <input type="text"/>	
Description of Payment <input type="text"/>	