

TR #: _____

PAC ORDER #: _____

UCLA Travel Center Declaration of Immigration Status by Non-U.S. Citizens

Traveler Instructions

To comply with the U.S. immigration laws, UCLA requires the following Traveler information (i.e., Items A-E below) to be provided by all Non-U.S. Citizen Travelers (Travelers) prior to receiving travel reimbursements or benefits (e.g., when UCLA directly pays travel related hotel or airline expenses on your behalf) from UCLA. Please complete the below information and return to the UCLA representative who requested this information.

A. Indicate your current U.S. Immigration Status (or your expected U.S. Immigration Status if you haven't yet entered the U.S.) Note: Canadian Residents entering the U.S. without U.S. Immigration Documentation have an "Implied B-1" Immigration Status."

Travelers Ineligible for Travel Reimbursements or Benefits: In accordance with U.S. Immigration Law, Travelers with the following types of U.S. Immigration Status may not receive any form of payment from U.S. Sources, including travel reimbursements, during their stay in the U.S.

No U.S. Immigration Status obtained F-2 H-4 O-3 P-4

B. Indicate the type of immigration documentation you have to support your current or expected U.S. Immigration Status and attach a copy of that documentation to this form:

- Green Card
- I-94 Form
- Proof of Canadian Residency – only for Canadians with "Implied B-1" status in Item A above
- Other: Describe

C. Indicate your "primary" relationship to the University in connection with this travel: (Check one)

- Employee
- Independent Contractor (e.g., non-employee guest speaker or lecturer, honoraria recipient)
- Non - Employee (e.g., student, fellow or researcher): Describe relationship below

D. If you checked Non-Employee in Item C above, please indicate the "primary" purpose of your travel: (Check one)

- Travel "primarily" supported my individual educational or research goals; or
- Travel "primarily" benefited the University: Describe benefit to University:

E. Complete this item only if you have (or expect to have) a B-2 or WT immigration status: (Check one choice for both Items 1 and 2 and list dates in Item 1)

1. The period of my academic activity at UCLA [will or won't] be 9 days or less
List dates - From: To:

2. I [have or have not] been reimbursed for reasonable travel and incidental expenses incurred in connection with a usual academic activity from more than 5 educational institutions in the previous six-month period.

TRAVELER'S SIGNATURE _____ **DATE** _____

TRAVELER'S PRINTED NAME _____

For Direct Bill Airfare, please fax this page to (310)794-2703.
For Travel Reimbursement, please return this page to department.

STATE PRIVACY NOTICE

The state of California Information Practices Act of 1977 (effective July 1, 1978) requires the university to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is to determine that you are eligible to receive payments or benefits from the University (e.g., travel reimbursements). Such eligibility is dependent on proof of lawful presence in the United States in accordance with U.S. immigration laws.

Furnishing all (or specifically designated) information requested on this form is mandatory. Failure to provide such information will prevent you from receiving travel reimbursements or benefits from the University.

Information furnished on this form may be used by U.S. Citizenship and Immigration Services and will be transmitted to other State or Federal governments as required by law.

Individuals have the right to review their own records upon request to the Office of Information Practices located at 10920 Wilshire Blvd., Suite 600, Los Angeles, CA, 90024. The official responsible for maintaining the information contained in this form is the Information Practices Coordinator. Their phone number is (310)794-8688.

Departmental Instructions

The Traveler information (i.e., Items A-E above) on this form is required by the UCLA Travel Center to process University business related travel reimbursements to all Non-U.S. Citizens, and all directly paid travel expenses of Non-U.S. Citizens by the University (e.g., airline tickets directly billed to the University via the Direct Billing System).

Please see www.travel.ucla.edu for further information regarding UCLA Travel policies & guidelines.