

# VISITOR APPROVAL

SEE PAGE 2 FOR REGULATIONS AND PROCEDURES

Name of Visitor \_\_\_\_\_

Permanent Address \_\_\_\_\_

Social Insurance Number (Canadian/Foreign) \_\_\_\_\_

Cheque to be sent to the Attention of \_\_\_\_\_ Dept. of \_\_\_\_\_

Dates of Visit From: \_\_\_\_\_ TO: \_\_\_\_\_ Date Cheque required \_\_\_\_\_

Department Representative Responsible for Visitor \_\_\_\_\_

- Receipts are included
- Receipts will be forwarded
- Receipts are not included and will not be forwarded – if not included, a T4 will be issued for the total expenditure

A

ESTIMATE OF EXPENSES (in Canadian Funds)	Accountable Expenses	Non-Accountable Expenses	HST
Economy air fare			
From			
To			
OR Actual Expenses in Lieu of Airline Travel			
Scheduled airline ground transportation, all points			
Other connecting services by rail or bus (return, if applicable)			
Allowable for taxis			
Per diem meal allowance ( _____ days @ \$ _____ per day)			
Accommodation Expenses ( _____ days @ \$ _____ per day)			
Other expenses (specify)			

B

	Amount
Stipend (if applicable)	

Total payment to visitor for T4A purposes (A+B) \_\_\_\_\_

Total payment to visitor for T4A purposes (B only) \_\_\_\_\_

C

Other expenses to be paid by MUN (ie: hosting)	Expense	HST
Please specify:		
Total other Expenses		

Authorized Signature (Dean/Director) \_\_\_\_\_

Financial Services Approval \_\_\_\_\_

Inv Doc #                      Vendor #/Student ID                      Due Date                      Bank #

Vendor INV #                      Journal Voucher #                      1099                      Tax Code                      Delivery Point (ENC)

DESCRIPTION

FOAPAL

FUND	ORGANIZATION	ACCOUNT	PROGRAM	ACTIVITY	AMOUNT
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**INSTRUCTIONS FOR THE PREPARATION OF  
VISITOR APPROVAL AND CHEQUE REGISTRATION FORM**

This policy is intended to provide a procedure for expediting the payment of expenses incurred by visitors who have received authorization for expenses to be paid by Memorial University of Newfoundland.

In general, funds for visiting speakers are provided in the accounts of Deans of Faculties or Directors of Schools. Forms are to be submitted to the Dean or Director for approval and then forwarded to Financial and Administrative Services for payments.

**REGULATIONS AND PROCEDURES  
FOR PAYMENT OF VISITORS' EXPENSES AND STIPENDS**

1. The visitor is to pay all of his accounts at the University or elsewhere and should be advised by the sponsoring department prior to arrival.
2. A per diem meal allowance will be paid for each day involving an overnight stop. The rate is specified in the Travel - Guest Lecturers and Other Official Visitors Policy [Schedule of Reimbursable Expenses](#).
3. The visitor may be paid the departmental estimate of his costs on arrival at Memorial University. No further accounting for expenses need to be submitted as a T4-A will be issued for the total payment.
4. Any stipend should be within the range approved from time to time by the President's Office and be commensurate with services provided.
5. Deductions for Canada Pension Plan and income tax will not be made from the Stipend.
6. Where the visitor is not a resident of Canada a 15% withholding tax will be deducted from the stipend and a T4A-NR will be issued.
7. Stipends are in Canadian Funds and all expenses will be so converted, where applicable.
8. Several days should be allowed for the necessary approvals and processing of the requisition form.
9. Cheques will be sent to the department on the understanding that they will not be released prior to arrival of the visitor. University regulations prohibit the issuing of travel advances to visitors.
10. Hosting expenses will not exceed that authorized under the [Hosting Policy](#). This expense will be reimbursed to the Department representative only in accordance with policy [Travel - Guest Lecturers and Other Official Visitors Policy](#).
11. These regulations are not intended to apply to prospective employees.

Please read Policy Procedure [Travel - Guest Lecturers and Other Official Visitors Policy](#), for further information.