Payments to Researchers/Scholars Unaffiliated with Brown University

START

Is this payment to an enrolled student, post doc or staff?

NO

Is this a payment for services provided to Brown by a visitor (guest speaker, or independent contractor)?

NO

Is this a payment to a visiting scholar to provide living research, support, and/or travel support?

NO

Is this scholar a US Citizen or permanent resident?

YES

Complete a Professional Services Agreement or guest speaker form and request payment in Workday using a supplier invoice. If payment is to a foreign national, ensure individual’s visa permits payment for service.

This payment is not to an individual unaffiliated with Brown University. Contact Accounts Payable for assistance.
Accounts_Payable@brown.edu.

YES

Is this scholar a foreign national visiting Brown on a J1 or F1 visa?

YES

This is a fellowship payment to a US Citizen/Permanent resident. Initiate payment using a supplier invoice and the visiting researcher/Scholar spend category (9665).

TAXABLE

NO

This is a travel reimbursement. Initiate payment using a supplier invoice. Use the Visitor Travel Spend catalog (3940). Attach Visitor's VISA/Passport Stamps, attach receipts. No per diem.

GUIDANCE
Travel Policy
PSA Policy
Frequent Presented Visa Types
Payment to Foreign Nationals

GUIDANCE
Payments to Researchers/Scholars Unaffiliated with Brown Policy
Visitor Travel Policy
Payments to Foreign Nationals Policy
FNIS Instructions
Frequent Presented Visa Types

NO

Is this scholar a foreign national visiting Brown on a B1 visa or a B1 visa waiver?

NO

This payment is for support while visiting Brown. Foreign Nationals Traveling for his/her own personal research or collaborating with Brown researchers.

This payment is for travel expenses. (Transportation, lodging, etc.)

GUIDANCE
Policies to Researchers/Scholars Unaffiliated with Brown Policy
Visitor Travel Policy
Payments to Foreign Nationals Policy
FNIS Instructions
Frequent Presented Visa Types

YES

Is this学者 a foreign national visiting Brown on a B2 visa or a B2 visa waiver?

YES

Travel expenses must be directly associated with the honorarium. Visitor travel reimbursement is limited to no more than three (3) days before the event associated with the honorarium and/or three (3) days after the event associated with the honorarium.

NO

Is this scholar a foreign national visiting Brown on a B1 visa or a B1 visa waiver?

NO

This is a fellowship payment to a foreign national. Scholar must request access to and enter required information into FNIS. Initiate payment using a supplier invoice. Use the visiting researcher/Scholar spend category (9665).

GUIDANCE
Payment to Researchers/Scholars Unaffiliated with Brown Policy
Visitor Travel Policy
Payments to Foreign Nationals Policy
FNIS Instructions
Frequent Presented Visa Types

NO

Is this scholar a foreign national visiting Brown on a J1 or F1 visa?

NO

This is a fellowship payment to provide living research, support, and/or travel support.

This payment is not for Travel expenses. (Transportation, lodging, etc.)

YES

Is this scholar a US Citizen or permanent resident?

NO

Is this scholar a US Citizen or permanent resident?

NO

Is this scholar a foreign national visiting Brown on a J1 or F1 visa?

NO

This is a fellowship payment to provide living research, support, and/or travel support.

TAXABLE

NO

Is this a payment for support while visiting Brown?

NO

This payment is for support while visiting Brown. Foreign Nationals Traveling for his/her own personal research or collaborating with Brown researchers.

NO

Is Foreign Nationals Traveling for Brown business purposes?

NO

Is this a fellowship payment to a foreign national visiting Brown on a B1 or B2 visa?

NO

Is this a payment for services provided to Brown by a visitor (guest speaker, or independent contractor)?

NO

Is this a payment for services provided to Brown by a visitor (guest speaker, or independent contractor)?

NO

Is this a payment to a visiting scholar to provide living research, support, and/or travel support?

NO

Is this scholar a foreign national visiting Brown on a J1 or F1 visa?

NO

This is a fellowship payment to a foreign national. Scholar must request access to and enter required information into FNIS. Initiate payment using a supplier invoice. Use the visiting researcher/Scholar spend category (9665).

TAXABLE

NO

Is this scholar a foreign national visiting Brown on a B1 visa or a B1 visa waiver?

NO

This is a fellowship payment to a foreign national visiting Brown on a B1 or B2 visa.

This is a fellowship payment to a foreign national visiting Brown on a B1 or B2 visa.

May not receive a per diem. Reimburse using a supplier invoice and the visitor travel spend category (3940). Must include a copy of the VISA passport stamp and the Foreign Visitors Honoraria/Expense Reimbursement Attestation Form with Request for Payment.

NO

Is this scholar a foreign national visiting Brown on a B2 visa or a B2 visa waiver?

NO

This is a fellowship payment to a foreign national visiting Brown on a B2 visa.

B1 visa holders may receive a reimbursement for the length of their stay as long as the visit is for his/her own research, no benefit to the university, and has receipts. May not receive a per diem. Reimburse using a supplier invoice and the visitor travel spend category (3940).

This payment is for support while visiting Brown. Foreign Nationals Traveling for his/her own personal research or collaborating with Brown researchers.

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