

**Foreign National Visa Matrix**

| Visa Type   | Visa Definition                                       | Related Authorization Documents   | Independent Contractor Yes/No          | Speaker's Fees/Honorarium Yes/No       | Employment Yes/No | Travel Reimbursement including Meal Allowance - see explanation in table below                                | Prize/Award, Royalty, Rent Yes/No                             | Non-travel Business Expense Reimbursement Yes/No | GLACIER Use Yes/No   |
|---|---|---|--|--|-------------------|---|---|--|--|
| <b>Visitors</b>   |   |   |  |  |                   |   |   |  |  |
| <b>B-1/W-B</b>  | For Business  | Passport, Visa, and I-94  | No                                     | Yes, with Restrictions/<br>GLACIER     | No                | Yes, under the Accountable Plan with receipts   | Yes, 30% tax withholding/<br>GLACIER                          | Yes, with receipts                               | Yes  |
| GLACIER   |   |   |  |  |                   |   |   |  |  |
| <b>B-2/W-T</b>  | For Tourism   | Passport, Visa, and I-94  | No                                     | No                                     | No                | No  | Yes, 30% tax withholding/<br>GLACIER                          | No   | Yes  |
| May be paid for activities <b>incidental</b> to visits. Contact <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a> for specifics on interns |   |   |  |  |                   |   |   |  |  |
| <b>B-1</b>  | For Business  | Passport, Visa, and I-94  | No                                     | No                                     | No                | Yes, under the Accountable Plan with receipts. May only pay fee for 9 days of activity - see 9-5-6 rule below | No  | No   | No   |
| Actual activity longer than 9 days  |   |   |  |  |                   |   |   |  |  |
| <b>B-2</b>  | For Pleasure  | Passport, Visa, and I-94  | Yes/GLACIER                            | No                                     | No                | No - not in the U.S. for business purpose   | No  | No   | Yes  |
| May be paid for activities <b>incidental</b> to visits. Contact <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a> for specifics on interns |   |   |  |  |                   |   |   |  |  |
| <b>J-1</b>  | Exchange Visitor/Short Term DS2019 Non TAMU Sponsored | Passport, Visa, and DS2019  | (1) Yes, with restrictions/<br>GLACIER | (1) Yes, with restrictions/<br>GLACIER | No                | (1) Yes, under the Accountable Plan   | Yes, 30% tax withholding/<br>GLACIER                          | Yes, with receipts                               | Yes  |
| Contact Accounts Payable, Individual Reimbursements at <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a>                                   |   |   |  |  |                   |   |   |  |  |
| <b>Students</b>   |   |   |  |  |                   |   |   |  |  |
| <b>F-1</b>  | Student /OPT/CPT                                      | Passport, Visa, I-94 and Form 1-20 A/B EAD required for USCIS-authorized off-campus work and for OPT Notation of Form I-20 required for CPT | No                                     | No                                     | Yes/GLACIER       | Yes, under the Accountable Plan traveling as an employee on University business                               | Yes, 30% tax withholding/<br>GLACIER                          | Yes, with receipts                               | Must update GLACIER for prize/award payment, already in as an employee |
| Contact Accounts Payable, Individual Reimbursements at <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a>                                   |   |   |  |  |                   |   |   |  |  |
| <b>J-1</b>  | Student/DS2019/ Student Intern/trainee                | Passport, Visa, I-94, and EAD   | No                                     | No                                     | Yes/GLACIER       | Yes under the Accountable Plan traveling on University business not as an employee                            | Yes, 30% tax withholding/<br>GLACIER                          | Yes, with receipts                               | Must update GLACIER for prize/award payment, already in as an employee |
| Contact Accounts Payable, Individual Reimbursements at <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a> , living expenses are taxable     |   |   |  |  |                   |   |   |  |  |
| <b>Other</b>  |   |   |  |  |                   |   |   |  |  |
| <b>H-1B</b>   | Temporary Worker in a Specialty Occupation            | Passport, Visa, I-94 and I-797 Approval Notice (carries new I-94 if extension or change of status)  | No                                     | No                                     | Yes/GLACIER       | Yes under the Accountable Plan traveling as an employee on University business                                | Yes, for TAMU employees only, 30% tax withholding/<br>GLACIER | Yes, with receipts                               | Must update GLACIER for prize/award payment, already in as an employee |
| Contact Accounts Payable, Individual Reimbursements at <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a>                                   |   |   |  |  |                   |   |   |  |  |

|  |  |  |  |    |             |   |                                  |                    |  |
|--|--|--|--|----|-------------|---|----------------------------------|--------------------|--|
| <b>Canadian Citizen</b>  | No Documentation   |  | *****Dependent on Primary Visit Prupose***** |    |             |   |                                  |                    |  |
| Border Entry not Trade NAFTA - Canada Status - Contact Accounts Payable, Individual Reimbursements <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a> , Must determine primary visit purpose |  |  |  |    |             |   |                                  |                    |  |
| <b>TN</b>  | Trade NAFTA. Texas A&M University Employee                     | Passport with TN stamp, possible TN Visa | No   | No | Yes/GLACIER | Yes under the Accountable Plan traveling as an employee | Yes, 30% tax withholding/GLACIER | Yes, with receipts | Must update GLACIER for prize/award payment, already in as an employee |
| Contact Accounts Payable, Individual Reimbursements at <a href="mailto:IR@tamuds.tamu.edu">IR@tamuds.tamu.edu</a>  |  |  |  |    |             |   |                                  |                    |  |
| <b>O-1</b>   | Person of Extraordinary Ability, Texas A&M University Employee | Passport, Visa                           | No   | No | Yes/GLACIER | Yes under the Accountable Plan traveling as an employee | Yes, 30% tax withholding/GLACIER | Yes, with receipts | Must update GLACIER for prize/award payment, already in as an employee |

The Accountable Plan for travel reimbursement requires the following: Receipts must be provided for lodging and travel expenses (airline, rail, automobile, bus). Itemized expenses for meals up to TX state limit per day may be reimbursed without receipts. Meal expenses exceeding TX state limit per day must be documented with receipts. Individual meal expenses over \$75 per day require a receipt and proper departmental authorization. No individual may be reimbursed for meals that include alcohol purchases unless the TAMU account providing the reimbursement permits payment of alcoholic beverages.

9-5-6 Rule: A guest may not be paid a fee if their stay at the institution exceeds 9 days OR they have received more than 5 honoraria payments in the past 6 months. A guest who stays more than 9 days at Texas A&M OR who has already received payments at 5 other universities or venues in the last 6 months is ineligible to receive an honorarium payment. They may receive travel reimbursement as listed above.

(1) Written permission is required for payment, this permission must come from the Responsible Officer (RO) at the institution that sponsored the J-1 visa holder. It may NOT be from their department or supervisor. If the J-1 visa holder is sponsored by a Texas A&M University System member, that member's RO must issue the letter consenting to payment.

Visa Waiver Countries are listed on the web at: [http://travel.state.gov/visa/temp/without/without\\_1990.html#countries](http://travel.state.gov/visa/temp/without/without_1990.html#countries)

If a guest's visa type is not listed above, please contact Accounts Payable Individual Reimbursements at [IR@tamuds.tamu.edu](mailto:IR@tamuds.tamu.edu) or Payroll Services at [payroll@tamu.edu](mailto:payroll@tamu.edu)