

Foreign Student Travel - Tax Questionnaire

Who should complete this form? Any foreign student who is traveling and requires a reimbursement of expenses shall complete this form. The form's purpose is to determine the taxability of the travel cost.

Instructions:

1. Student attaches the completed, signed questionnaire to the travel request form that is sent to the Travel Department
2. After the trip, the Travel department routes the reimbursement voucher and the questionnaire to the Federal Tax Compliance manager for analysis.
3. The student is notified by the Federal Tax Compliance manager via email of the tax impact.

Student name: _____ Banner ID: _____ Job Title: _____

1. Explain the purpose of the travel:
 - Conference participation for NM sponsored research
 - K-12 Conference participation
 - Attend training required for my job
 - Participate in a competition as a representative of the university
 - Conduct my project or research
 - Conduct NM's research
 - Other (fill in a description) _____

2. Are you an employee, and traveling as part of your job responsibilities? Yes No

a. If 'yes', provide the name of your supervisor _____

b. Obtain a certification signature from your supervisor.

Supervisor: I certify the above student is traveling as part of their NM job responsibilities

Supervisor's Signature

Date

Department

_____ from
the travel scholarship.

If the expense is a scholarship any available withholding allowance will be applied (Rev. Proc. 88-24) and tax will be deducted from the reimbursement. Tax is withheld at the 14% rate for non-resident aliens holding an F, J, or B visa. Resident alien for tax purposes.

_____ Taxable travel cost _____ Tax rate _____ Tax withheld