



**New Horizons in Human Brain Imaging:
A Focus on the Pacific Rim
April 13-15, 2009**

Hilton Waikoloa Village Resort, Big Island, 69-425
Waikoloa Beach Drive, Waikoloa, Hawaii 96738

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www.pacificrimneuroimaging.net



Visa Guidelines for Invited Speakers Seeking Travel Reimbursement

Per University of California guidelines, any payments made to foreign nationals must include documentation that the payee had a valid visa while conducting university-related business. Below are some guidelines specific to invited speakers of this event.

- Visitors from Canada can enter the US without a formal visa. They have an implied B1 status.
- Visitors who are citizens of Japan and Australia (and recently added - Korea) can enter on a Visa Waiver status. http://travel.state.gov/visa/temp/without/without_1990.html Please note that there are new requirements for visitors from a Waiver country (see info on ESTA on that website).
- Visitors from China (or Chinese nationals residing in other countries) should enter on a B1/B2 visa.

Please note the actual status B1 or B2 or WB or WT is determined by immigration when the visitor enters the US. This is indicated on the I-94 stamp in the passport (with the exception of visitors from Canada). Foreign visitors must provide a copy of this I-94 stamp before departure. Meeting staff will be onsite during the meeting to make copies of your passport. However, it is your responsibility to seek out event staff and present your passport for photocopying.

To be reimbursed for travel expenses, you will need to provide:

- A copy of the I-94 documenting your status (a copy of the passport will work for Canadian Citizens)
- Original receipts of what is being reimbursed showing amount paid and method of payment. Please note that hotel receipts must show a balance of \$0.00 (indicating that you paid) and the method of payment. Airfare receipts must show the complete itinerary, cost, taxes and fees, total paid and method of payment.
- Declaration of Status form: <http://www.tax.ucla.edu/Glacier/TRAVEL%20FORM.pdf>

Anyone on a B1 or WB should be able to be reimbursed. If you enter on a WT or B2, you can only be reimbursed if your services are less than 9 days and you have not been paid or reimbursed from more than 5 US institutions in a 6-month period.

If you need an official invitation letter for visa application purposes, please contact Grace Liang-Franco via email (grace@loni.ucla.edu).