## PAYMENTS

**Invoice/PO Invoice, Reimbursement to Non-Employees & Guests, Honorarium, and International Payment**

### Standard Requirements for US Residents
- **Goods and Services**
  - Coversheet
  - Invoice
  - Event flyer, agenda, email, or invitation

  If the invoice is in foreign currency, convert to US dollars and include this as backup:
  - Oanda Currency Converter (printout)

### International Payment, Contract/Agreement, and PO
- If a Purchase Order (PO) is required, reference the PO number within the Coversheet:
  - Purchase Order (approved with funds)
- If a contract/agreement is required, include a copy of the fully executed document:
  - Contract/Agreement:
    - a. Event Contract,
    - b. Writer Agreement, or
    - c. Performance Agreement
- If paying an international vendor, this form is required in addition to the invoice for Columbia to wire the funds to a foreign bank account:
  - Wire Request
- If the service provider/vendor came to the United States, include copy of these:
  - Passport (ID page)
  - Visa Type (ID page)
  - Entry stamps, I-94, or ESTA receipt

To check what payment authorizations are allowed by visa type, view the [Eligibility for Payment Chart](#)

### Honorarium
- **Coversheet
- Check Request
- Honorarium Letter
- Event flyer, agenda, email, or invitation

If paying an international guest, this form is required in place of a Check Request for Columbia to wire the funds to a foreign bank account:
- Wire Request
- If the guest came to the United States, include copy of these:
  - Passport (ID page)
  - Visa Type (ID page)
  - Entry stamps, I-94, or ESTA receipt

To check what payment authorizations are allowed by visa type, view the [Eligibility for Payment Chart](#)
PAYMENTS Invoice/PO Invoice, Reimbursement to Non-Employees & Guests, Honorarium, and International Payment

<table>
<thead>
<tr>
<th>Standard Requirements for US Residents</th>
<th>International Payment, Contract/Agreement, and PO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reimbursement: Non-Employees/Guests</strong></td>
<td>If paying an international guest, this form is required in place of a Check Request for Columbia to wire the funds to a foreign bank account:</td>
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<tr>
<td>✍ Coversheet</td>
<td>✍ Wire Request</td>
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<tr>
<td>✍ Check Request</td>
<td>If the service provider/vendor came to the United States, include copy of these:</td>
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<td>✍ Non-Employee Worksheet</td>
<td>✍ Passport (ID page)</td>
</tr>
<tr>
<td>✍ Receipts</td>
<td>✍ Visa Type (ID page)</td>
</tr>
<tr>
<td>✍ Proof of Payment</td>
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If missing/lost a receipt, include this signed by payee and department:  
✍ Missing Receipt Worksheet

If the receipt is in foreign currency, convert to US dollars and include this as backup:  
✍ Oanda Currency Converter  (printout)

If guest drove personal vehicle, calculate total mileage x rate and include this as backup:  
✍ Google Maps (printout)