Suggested wording to include in letters to foreign nationals invited to LSU who will be coming into the U.S. on a B-1 or WB visa and will be reimbursed for travel and per diem expenses

(Note to departments: Canadian visitors entering the United States on B-1 or B-2 visas are not issued I-94's unless they specifically request them. Canadian visitors may have expenses reimbursed without an I-94. Otherwise, the following paragraphs apply.)

You will need a B-1 visa or WB status in order for the University to reimburse travel and per diem expenses. Present your letter of invitation from the university department when applying at the American Embassy or Consulate for your visa. This will explain your need for the B-1 for entry into the U.S. so that reimbursement for travel and per diem can be paid.

If you are from a country that participates in the **Visa Waiver Pilot Program**, you should present the letter when you enter the U.S. and go through the U.S. Customs/Immigration inspection.

Please **be sure** that when you are going through the U.S. Customs/Immigration inspection that the I-94 card (a small card, usually stapled to your passport), issued by the INS officer at that time clearly specifies **B-1 or B-1/B-2** on it. A "B-1" visa stamp in the passport alone is **not** sufficient. LSU cannot reimburse your expenses without a "B-1" notation in some form on the I-94.

WB/WT status is valid for only 90 days. The status may not be extended or changed to another nonimmigrant visa status.

For participants in the **Visa Waiver Pilot Program**, a WB (for waived business) is necessary on the I-94. Persons with WT (for waived tourist) on the I-94 **cannot receive any reimbursement from LSU**, and there is no possibility of correcting this status.

Even though you may be tired and in a hurry to clear customs, **check your I-94 status before leaving the INS/US Customs checkpoint**. Later corrections may be impossible and, if possible, processing may take six weeks or more and require you to pay a $70.00 fee to the INS.