# University Guidelines for Research-Related Expenses Outside of the U.S. [1](#_bookmark0)

**Office of the Provost**

**May 14, 2015 (revised May 23, 2016)**

Santa Clara University is committed to supporting the research initiatives, both domestic and international, of its teaching scholars. This commitment is provided through the programs, grants, initiatives, and support structures of the Office of Faculty Affairs and Research, the Faculty Development Program, the Sponsored Projects Office, the Risk Management Office, the Global Engagement Office, the Office of Research Compliance and Integrity, and other campus offices. In supporting the research initiatives of teaching scholars Santa Clara University follows domestic and international employment and tax laws.

This document provides guidelines for research-related expenses outside the United States, including payment for services such as interpreter, driver, survey assistant, academic partner, etc.

***Overview***

Faculty engaged in international research initiatives may pay for services outside the United States by means of:

1. Direct payments totaling less than $500 in a given calendar year to any individual
2. Working with a US organization that can arrange foreign services, or
3. Working with a foreign organization through a memorandum of understanding (MOU).

These three options are described in detail below.

# Option 1. Direct payments to any individual totaling less than $500 in a given calendar year.

For in-country expenses of less than $500 to be paid with wire transfer, cash, or personal or university credit card to a foreign person, please have the individual receiving payment complete the form for “Payments for Services Provided Outside the United States”. Please note that wire transfers are the preferred method of payment. The completed form should returned to the faculty member conducting the work. The faculty member should then send the completed form to Accounts Payable with a quick voucher or a payment request form.

Payments to any one person should total less than $500 in a given calendar year. If the payment to any one person will be $500 or more, please follow Options 2 or 3, below. One payment, rather than repeated small payments, is preferred. For reimbursements, a copy of the form should be submitted through Concur. Receipts submitted through Concur are required for any expense over $75.

Example: Paying an academic collaborator, interpreter, driver, survey assistant, etc.: Faculty may use the direct payment approach if the payment is no more than $500. Submit the Payment for Services Provided Outside the U.S. Form. If the payment will be

$500 or more see Options 2, Working with a U.S. Organization that Can Arrange Foreign Services, or Option 3, Working with a Foreign Organization, below.

1 *These guidelines were prepared by the Office of the Provost in consultation with the Faculty Affairs Committee (May/June 2015), Faculty Senate Council (May 2016)l, Research Committee (May/June 2016), Global Engagement Office, Department of Human Resources, Office of the General Counsel, Sponsored Projects Office, Office of Research Integrity and Compliance and the Accounts Payable Office.*

# Option 2. Working with a U.S. Organization that Can Arrange Foreign Services

Faculty may contact a U.S. organization that can arrange foreign services. The $500 limit does not apply to transactions arranged in this way. The following examples may be helpful:

* Faculty seeking drivers may contact Elfi at Travel Advisors, [elfia@tadvisor.com,](mailto:elfiea@tadvisor.com) (408) 354-6531, a travel agency with which Santa Clara University has an agreement. Elfi may be able to identify foreign travel services or agencies that can provide the needed service.
* Faculty seeking interpreters, survey assistance, etc. may also contact Elfi at Travel Advisors, [elfia@tadvisor.com,](mailto:elfiea@tadvisor.com) (408) 354-6531. Elfi may be able to identify foreign companies that can provide the needed service.
* Alternately, faculty seeking drivers, interpreters, or other services may contact Rochelle Fernandes, Director of Operations in Global Engagement [rmfernandes@scu.edu](mailto:rmfernandes@scu.edu) to connect with an international temporary agency with which the University has an agreement. The International temp agency may be able to identify foreign companies that can provide the needed service.
* Faculty seeking academic partners may contact visit: <https://www.scu.edu/globalengagement/global-partners/> for information on current University partners.

International temp agencies, foreign travel agencies, and other foreign companies can arrange services and invoice the University directly. A U.S. tax ID number is needed. One payment, rather than repeated small payments, is preferred

# Option 3. Working with a foreign organization such as a foreign university, foreign non-profit organization, or foreign agency or consulting firm, through an MOU.

For payment for services of $500 or more to survey assistants, research assistants, or academic collaborators, faculty may develop an MOU with a foreign organization such as a non-profit or another educational institution. Contact Mary-Ellen Fortini, Director of SCU’s Sponsored Projects Office ([mfortini@su.edu,](mailto:mfortini@su.edu) scu.edu/sponsoredprojects) or the Associate Provost for International Programs [spopko@scu.edu](mailto:spopko@scu.edu) for the University’s template MOU for global university partners and for assistance in the preparation and execution of the MOU. MOUs need to be completed before travel occurs.

For payment for research-related services of $500 or more faculty may develop a MOU with a foreign agency or foreign consulting firm. Consultants who are part of an agency or consulting firm can invoice the University directly. A U.S. tax ID number is needed. Consultants who are not part of an agency or consulting firm can:

* + receive a direct payment of less than $500 as in Option 1,
  + receive payment through through an international temp agency or a company in the foreign country, as in Option 2, or
  + receive payment through an MOU with a foreign organization, as in Option 3.

*In all cases, one payment, rather than repeated small payments, is preferred.*

If the research is currently funded by grant from an external sponsor or a proposal to an external sponsor is being prepared, please consult the Sponsored Projects Office regarding travel and budget processes that may be required by the sponsor. Research conducted outside of the U.S. may be subject to export controls, human subjects regulations, hazardous materials restrictions, or country-specific permits. Any questions regarding these topics should be directed to the Office of Research Compliance and Integrity.



**Santa Clara University**

**Payments for Services Provided Outside the United States**

**Name of Business or Individual:**

**Country of Residence: Permanent Residence Address:**

Street address: City, town, state, or province, and postal code if applicable: Country (do not abbreviate):

**Description of services rendered:**

**Date(s) of services: Location of services: Amount billed for services:**

**Circle type of entity:** Individual Corporation Partnership Government

International Organization Tax-exempt organization University Other (please describe)

U.S. Citizen or Legal Resident. **Provide SSN or U.S. tax payer identification number:**

Non-U.S. Citizen

**Foreign tax identifying number, if any:**

**Payment Options (circle one):**

Wire ACH (U.S. Direct Deposit) Check Concur credit card Personal credit card Cash

For Wire Transfer or ACH (U.S. Direct Deposit): Name on Account:

Bank Name: Bank Address:

ABA Number:

Bank Account Number:

International SWIFT Code (wire transfer only):

IBAN Number:

For U.S. Dollar Check\*, my mailing address is: Street:

City, State: Zip: Country:

*\*In many cases, U.S. Dollar checks cannot be cashed at a non-U.S. bank, and can only be used to deposit into a U.S. bank account.*

**I certify or affirm that:**

1.) I am not a U.S. Citizen or Permanent Resident, or Resident Alien for U.S. Tax Purposes, and;

2.) All of the services performed, or to be performed, on behalf of Santa Clara University, as agreed upon under separate contract or other document, will be performed outside of the USA. All services will be conducted in the country of



Print Name



Signature Date (MM-DD-YY)

**Return completed form to your Santa Clara University contact / partner:**

**Name:**

**Address:**

**Email:**

**Fax:**