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Expecting to pay or reimburse foreign guests for summer conferences? The International Tax Office can help you prepare before they arrive. ^[1]

July 6, 2022 by [Employee and Information Services](#) ^[2]

We're glad to see visitors from around the world returning, in person to the University of Colorado for conferences, symposiums and seminars this summer.

When planning and making travel arrangements for your guests, remember that payments and reimbursements to international visitors are subject to immigration and tax restrictions. The [International Tax Office](#) ^[3] is here to help navigate these important tax considerations, explain limitations, clarify allowable expenses and determine which payments are subject to federal tax withholding.

Please review the [International AP Payment Matrix](#) ^[4], an interactive tool will help you identify the types of payments that can be made to international visitors in different immigration statuses as well as required documentation and important details to be aware of for each case.

Please [contact the Office with questions or concerns](#) ^[5] prior to your guest's arrival to ensure a smooth reimbursement process for you and your visitor.

[View Matrix](#) ^[4]

[international tax](#) ^[6], [tax regulations](#) ^[7]

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