

Checklist for Visiting Scholar/Visiting Student Researcher Stipend Payment Requests

- Visiting Scholar must have a record in the VSPA Gateway
- Visiting Scholar must have a record in HCM
- If the Visiting Scholar is international, he/she must set up and complete a GLACIER record
 - <http://controller.berkeley.edu/sites/default/files/GLACIERform.pdf>
 - <http://controller.berkeley.edu/glacier-tax-compliance-system>
- Visiting Scholar must obtain a Vendor ID
 - <http://supplychain.berkeley.edu/sites/default/files/UCB%20Substitute%20W-9%20and%20Supplier%20Information%20Form%2001062015.pdf>
- Requesting department completes Visiting Scholar Fellowship/Scholarship Request Form and submits to VSPA office at vspa@berkeley.edu.
 - <http://controller.berkeley.edu/sites/default/files/VSP.pdf>
- VSPA Gateway Approval Letter must accompany Visiting Scholar Fellowship/Scholarship Request Form
- VSPA Program approves Visiting Scholar Fellowship/Scholarship Request Form
- Stipend requests exceeding \$10,000 per year of appointment requires exceptional approval by Associate Vice Chancellor, Robert Price
- Letters to request an exception to the \$10,000 limit should be addressed to Associate Vice Chancellor Robert Price and sent to vspa@berkeley.edu.
- VSPA Program sends Visiting Scholar Fellowship/Scholarship Request Form to Accounts Payable office
- Accounts Payable Office processes Visiting Scholar Fellowship/Scholarship Request Form
- Accounts Payable Office notifies requesting department to approve payment in BFS
- BFS remits payment to Visiting Scholar