Dear Smithsonian Invitational Traveler:

If you are traveling to the Smithsonian Institution or to a Smithsonian-sponsored activity as an invited guest, we ask that you provide certain information necessary for us to enroll you in the Smithsonian's travel system.

All persons must complete Part I and Part II of the Smithsonian Institution Traveler Enrollment form, SI-3881. In addition, please follow the directions below which correspond to your situation (either 1, or 2, or 3).

1. IF YOU HAVE A SOCIAL SECURITY NUMBER OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN): In order for you to receive a payment from the Smithsonian, you must complete IRS Form W-9 and include the number in Part I.

2. IF YOU ARE A FOREIGN RESIDENT TRAVELING TO THE U.S. AND YOU DO NOT HAVE A SOCIAL SECURITY NUMBER OR ITIN: If you are engaged in a trade or business in the United States and are required to file a U.S. tax return, or if you meet certain other tests, you may be required to obtain a U.S. Social Security Number or ITIN. For further information, see the instructions for completing the Smithsonian Institution Traveler Enrollment form which follows.

3. IF YOU ARE A FOREIGN RESIDENT TRAVELING ENTIRELY OUTSIDE THE U.S.: You do not need to complete IRS Form W-9 or any other additional forms.

**ATTENTION:** IN ORDER TO BE REIMBURSED FOR YOUR EXPENSES, YOU MUST SUBMIT RECEIPTS TO THE SMITHSONIAN WITHIN TWO WEEKS AFTER COMPLETION OF YOUR TRAVEL. FAILURE TO SUBMIT RECEIPTS MAY RESULT IN TAX LIABILITY TO YOU.

In order to expedite the enrollment process, please return the completed forms to your Smithsonian contact as soon as possible.

SI Unit Contact Name:
Telephone Number:
[Secure] Fax Number:
Email:

SI-3881-Travel (11/2011)