RTF Department Guest FAQ

Interested in bringing in a department guest? Please make your suggestions to the appropriate Area Head, Director, or Chair by September 1st of each year.

- Additional speakers can be added to the schedule at any time, of course, but we have limited funds for speakers.
- Due to these limited funds, you are encouraged to secure funding from others (whether departments and centers or faculty with fellowships); this will make it easier for the Area Head, Director, or Chair to prioritize scheduling the suggested guest.
- Each year, the Department aims to secure guests that represent the breadth of the department’s academic or research areas. While you are encouraged to make the arrangements for the speaker, before booking them, please work with the appropriate Area Head, Director, or Chair to secure a date and ensure funding is available.

Upon securing a guest, you should:

- Confirm the date with the Area Head, Director, or Chair. S/he will then make sure a room is reserved and the event is on the departmental calendar.
- Inform Communications & Programs Coordinator, Elana Wakeman (ewakeman@austin.utexas.edu), if it is appropriate, so she can initiate publicity via emails, promotional flyers, and through the department’s website.
- Fill out the new Guest Artist/Visiting Scholar Authorization of payment form (available from Department Accountant, AJ Bunyard (ajb@utexas.edu))

Upon approval for travel from the Department Accountant:

- Begin arranging your guest’s travel. Please see the attached document (“Travel and Event Planning”) regarding University regulations; adhering to these will ensure reimbursement takes place efficiently.
- It may be worth considering asking the guest if they would prefer a flat fee as honorarium in lieu of having you book their trip and/or reimburse for payments. If you choose this option, they would need to book their own travel. Their honorarium will be sent following their visit. Please note an honorarium is treated as taxable income.

Items you may wish to secure for your guest prior during their visit:

- UT/RTF promotional materials (T-shirt, mug, etc. – you must have funding for this)
- A parking pass (request in advance from Bert, RTF’s Office Manager)
- An AT&T card to provide one-day access to the Internet (available through Bert, RTF’s Office Manager)

When the guest arrives, please be sure to:

- Have them fill out a Payee Information Form (PIF)
- Provide a copy of a driver’s license or passport
- Sign their Authorization for Professional Services
- Please note that they cannot be reimbursed/provided with an honorarium until these items are provided.