

# Guest Artist/Visiting Scholar Authorization of Payment Form

**NAME OF GUEST** \_\_\_\_\_  
**EID** \_\_\_\_\_ (IF NO EID, PLEASE INCLUDE PAYEE INFORMATION FORM)  
**ADDRESS** \_\_\_\_\_  
**E-MAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

IS GUEST A U.S. CITIZEN?  YES  NO  
 IS GUEST A UT EMPLOYEE?  YES  NO  
 EMPLOYED AT UT IN THE PAST 12 MONTHS?  YES  NO  
 NEPOTISM?  YES  NO  
 WILL GUEST REQUIRE WIFI ACCESS?  YES  NO

\*\*Contact Nick for VISA requirements

**PROPOSED ACTIVITY/SERVICE:** Please provide detailed description of service. Include class/program area.

**QUALIFICATIONS OF GUEST:** Please be very specific. For instance, where does the guest presently teach or work? How does this relate to the activity we are hiring them to perform?

**PROPOSED DATES OF SERVICE:** \_\_\_\_\_ to \_\_\_\_\_  
 (Include travel dates) MM/DD/YY MM/DD/YY

<b>COST ESTIMATE:</b>	
Honorarium _____	
Per Diem _____	<b>CHECK BOX IF DIRECT BILL</b>
Airfare _____	<input type="checkbox"/> Carlson Wagonlit/Anthony Travel
Lodging _____	<input type="checkbox"/> Hotel: _____
Rental Car _____	<input type="checkbox"/> Rental Agency _____
Other (specify) _____	
_____	
Total \$ _____	-

<b>ACCOUNT NAME:</b>	<b>ACCOUNT NUMBER:</b>	<b>AMOUNT</b>

**Faculty Member Making Proposal:** \_\_\_\_\_

**AREA HEAD APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_