

Guest Artist/Visiting Scholar Authorization of Payment Form

NAME OF GUEST _____

EID _____ Returning Guest? YES NO

ADDRESS _____

E-MAIL _____ PHONE _____

CHECK BOX IF APPLICABLE:

Is Guest a US Citizen? **** If Guest is International please see Natasha ASAP ****

Is Guest a UT Employee or was employed at UT in the past 12 months? *

Is Guest a UT Student? * *** Estimated hrs/hourly rate required for (former) UT Employees & students**

Nepotism? If applicable please list name/affiliation

Does Guest require contract? If union, please specify: _____

PROPOSED ACTIVITY/SERVICE DESCRIPTION: Please include class, program area, production-details,...

QUALIFICATIONS OF GUEST: Please be specific: degrees, experience, accomplishments, awards, work history and how it relates to proposed activity/service description. No links to websites or resume, please.

PROPOSED DATES OF SERVICE: _____ to _____
(Include travel dates) MM/DD/YY MM/DD/YY

COST ESTIMATE

Honorarium _____	Number of Hrs _____	Hourly Rate _____
	** (Hourly rate MUST meet Federal Minimum wage) **	
Per Diem _____	** Needed for UT employees/students ONLY **	
Airfare _____		
Lodging _____	hotel preference: _____	
Rental car _____		
UT Parking: \$11/day _____	# of days: _____	
WIFI: \$0.25/day _____	# of days: _____	
Other (specify) Total: _____	specify: _____	
\$ _____		

ACCOUNT NAME

ACCOUNT NUMBER

AMOUNT

FORM COMPLETED BY/CONTACT NAME: _____

ACCOUNT AUTHORIZER'S APPROVAL: _____ DATE: _____

DEPARTMENT APPROVAL: _____ DATE: _____