

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.*