

# 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 Visitor Liaison 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

<b>COST ESTIMATE</b>	
Honorarium _____	Number of Hrs _____ Hourly Rate _____
	<b>** (Hourly rate MUST meet Federal Minimum wage) **</b>
Per Diem _____	<b>** Needed for UT employees/students ONLY **</b>
Airfare _____	
Lodging _____	hotel preference: _____
Rental car _____	
UT Parking: \$12/day _____	#days: _____
Other (specify) _____	specify: _____
Total: \$ _____	

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

**FORM COMPLETED BY/CONTACT NAME:** \_\_\_\_\_

**ACCOUNT AUTHORIZER'S APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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