

Guest Artist/Visiting Scholar Authorization of Payment Form

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

CHECK BOX IF ANSWER IS 'YES':

- ☐ Is Guest a US Citizen? **If Guest is International please see Jessica ASAP**
☐ Is Guest a UT Employee or was employed at UT in the past 12 months? *
☐ Is Guest a UT Student? *

*** Estimated hours/hourly rate required for UT Employee, former employee, student**

- ☐ Nepotism? If applicable please list name/affiliation
☐ Does Guest require a Contract? If Union please specify: _____

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

COST ESTIMATE:	
Honorarium _____	Number of Hours _____ Hourly Rate _____ ** (Hourly rate MUST meet Federal Minimum wage) **
Per Diem _____	CHECK BOX IF DIRECT BILL
Airfare _____	<input type="checkbox"/> Anthony Travel/Corporate Travel Planners
Lodging _____	<input type="checkbox"/> Hotel: _____
Rental Car _____	<input type="checkbox"/> Rental Agency: _____
\$9/day-UT Parking _____	
\$0.25/day - WIFI _____	
Other (specify) _____	
Total \$ _____	-

ACCOUNT NAME:	ACCOUNT NUMBER:	AMOUNT
_____	_____	_____
_____	_____	_____

Faculty Member Making Proposal: _____

DIVISION HEAD
APPROVAL: _____ **DATE:** _____

DEPARTMENT
APPROVAL: _____ **DATE:** _____