

KSA HONORARIUM & VISITOR REQUEST FORM

FOR INTERNAL USE ONLY – DO NOT SEND TO VISITOR

KSA Faculty and Associated Faculty: Complete this form, and return to Carla at least one week before the visitor comes. *IF THE VISITOR'S COMPANY IS TO BE PAID:* Carla must have this at least one month prior to visit.

Carla will handle all communication with the visitor regarding completion of forms necessary for payment or flight information.

KSA Faculty/Auxiliary Faculty name (please print): _____

Visitor name: _____ **Date(s) of visit:** _____

Visitor email: _____

Honorarium Amount: \$ _____ (NO reimbursements)

OR

Pre-pay airfare? (check if Yes) _____

If airfare is to be paid, from what city is the visitor coming? _____

Is hotel needed? If so, please list check-in date _____ and check-out date _____
Blackwell is \$135/night *Hotel costs (room only) are paid directly by KSA*

Business reason for visit (lecture series, reviews, candidate interview, etc. If course-related, please include course number): _____

NOTE: If a visitor is paid an honorarium, they are not reimbursed any other costs.

Funds for honorarium/flights and hotel (if applicable) will be supplied from:

- Section discretionary funds—includes candidate searches
- Your startup funds
- Baumer funds
- Other funds (number or name, such as IT, Gui, etc): _____

Any additional information: _____

