

# KSA Guest Form

**For internal use only – do NOT send to guest**

Complete this form and return to Carla at least one week prior to guest's arrival. If you know that a company will be paid instead of the individual, send this form to Carla at least one month prior to guest's arrival.

Carla will handle all communication with the guest regarding any forms to be completed, hotel accommodations (if we are arranging), or flight information (if we are prepaying). You will be cc'd on the initial email.

**Your Name:** \_\_\_\_\_

**Visitor Name:** \_\_\_\_\_

**Visitor Email:** \_\_\_\_\_

**Honoraria: (check if Yes):**  **Amount: \$** \_\_\_\_\_

**Prepay Airfare: (check if Yes):**

If airfare is to be prepaid, from what city is the visitor coming? \_\_\_\_\_

**Hotel: (check if Yes):**  **Check-in Date:** \_\_\_\_\_ **Check-out Date:** \_\_\_\_\_

***Room only costs will be prepaid directly by KSA.***

First choice will be Blackwell, which is currently \$155/night. If Blackwell is not available, Carla will send you the university's approved contracted hotel list from which to choose an alternate.

**Business reason for visit:** (if course-related supply the course number):

\_\_\_\_\_  
\_\_\_\_\_

## **Funding for guest's expenses:**

Section discretionary: includes candidate searches

Your startup funds

Baumer funds

Other funds – specify name or number \_\_\_\_\_

## **Additional information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_