

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 \$149/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:

For Architecture Section only: Section Head approval: _____