

# Guest Payment and Travel Request Form

\*This form must be completed PRIOR to guest arrival\*

**\*\*Reminder – Music Guest Artist forms are needed to process fee payment. Artist may need to register as a vendor\*\***

**GUEST CONTACT INFORMATION:**

Name of Guest \_\_\_\_\_ Date(s) of Visit \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email \*: \_\_\_\_\_ US Resident? Yes No

Responsibilities: (e.g. performance, masterclass, lecture, formal recital). Notate if this is a virtual visit

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

### Guest Artist Fee

\$ \_\_\_\_\_

@ \_\_\_\_\_ U S \_\_\_\_\_ If \_\_\_\_\_  
Artist is not in the vendor database they will be required to  
enroll through new Vendor portal - email address is required

**NOTE:** Check will be mailed to guest  
after services are delivered unless  
Business Office is notified.

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### Estimated Travel Expenses

	Amount
Transportation      Direct Bill                  Reimburse Guest	
Lodging                  Direct Bill                  Reimburse Guest	
Meals (see chart-Actual amount determined upon trip completion)	
Other Expenses (airport parking, shuttle, taxi, baggage claim)	
<b>Estimated Total Expenses</b>	

**Per Diem Rates**

Time of Departure	Time of Arrival		In-State
Before 6:30 am	After 11:00 am	Breakfast	\$ 8.00
Before 11:00 am	After 1:30 pm	Lunch	\$ 10.00
Before 5:15 pm	After 8:30 pm	Dinner	\$ 17.00

**Important Information and Requirements:**

1. **If airfare is direct billed**, provide Business Office with documentation of flight receipt/itinerary. This arrangement is handled by the faculty member once a TA number is given. Travel Unlimited is most commonly used.
2. Direct bill options have been established with the Hilton and the Courtyard Marriott. Faculty members need to work with Laveta Gibson to secure lodging on direct bill. **A TA is still required even if this is the only charge.**
3. **If the guest is not a US Resident**, it is imperative to let the Business Office know **PRIOR** to invitation being extended to guest. There are additional steps including an invitation letter, VISA/passport requirements.

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**Source of Funds \* Required**

Doctoral Funds

Provost Grant

Other \_\_\_\_\_

Faculty Member requesting payment \_\_\_\_\_