

Rec'd:

Visitor/Speaker Request

Department of Mechanical Engineering

Host/Requestor: _____ UH Extension: _____

VISITOR INFORMATION *(must match government-issued ID)*

Full Name: _____

Dates of Travel: _____ to _____

Departure City: _____ State: _____ Country: _____

Phone #: _____ Date of Birth: ____/____/____

E-mail: _____

PURPOSE *(check one)*

- Invited to speak for an event (_____) on _____
- Office space from _____ to _____
- Other – Please attach a **Letter of Invite** detailing the Visitor's role and its benefit to UH.

EXPENSES *(check all that apply)*

<input type="checkbox"/> AIRFARE: Roundtrip: _____ to _____	Estimated Amount	Speedtype
<input type="checkbox"/> Reimburse Traveler <i>(must attach copy of itinerary)</i> <input type="checkbox"/> Direct Bill to UH: <input type="checkbox"/> T-Card or <input type="checkbox"/> National Travel Services		

<input type="checkbox"/> HOTEL: Hilton @ UH	Estimated Amount	Speedtype
<input type="checkbox"/> Reimburse Traveler <i>(must attach copy of itinerary)</i> <input type="checkbox"/> Direct Bill to UH Covered Expenses: <i>(check all that apply)</i> <input type="checkbox"/> Room <input type="checkbox"/> Food <input type="checkbox"/> Parking <input type="checkbox"/> Local Calls <input type="checkbox"/> US Calls <input type="checkbox"/> Foreign Calls		

<input type="checkbox"/> OTHER EXPENSES <i>(only with itemized receipts)</i>	Estimated Amount	Speedtype
<input type="checkbox"/> Taxi Fare <input type="checkbox"/> Parking <input type="checkbox"/> Food <input type="checkbox"/> Mileage <input type="checkbox"/> Other:		

<input type="checkbox"/> HONORARIUM:	Amount	Speedtype

I understand that all payments for visitor travel expenses must be paid directly to a vendor or reimbursed directly to the visitor. No expenses can be reimbursed to a party other than the visitor or travel vendor, even upon providing proof that expenses were paid on the visitor's behalf. Incomplete forms can result in processing and booking delays.

Total Expenses NOT to exceed: \$ _____

Signature of Account PI: _____ Date: _____

Required Documents for Visitor Reimbursement:

The following documents must be turned in prior to the visitor's arrival:

- Visitor Request Form (this form)
 - Flyer/Advertisement outlining details of the event
- OR:
- Letter of Invite

The following documents may be turned in prior to the visitor's arrival, but no later than 5 business days after the last date of travel:

- Individual Vendor Set-Up Form
- Non-Resident Alien (NRA) Addendum (regardless of citizenship status)
- Honorarium Form (if applicable)
- Itemized Receipts for Reimbursement
- Itemized Receipts for T-Card or P-Card Purchases

ME STAFF ONLY

<input type="checkbox"/> Airfare:	<input type="checkbox"/> Hotel:
Confirmation #: _____	Confirmation #: _____
Amount: _____	Daily Rate: _____
	Days: _____
Forms Turned In:	
<input type="checkbox"/> Flyer/Invite <input type="checkbox"/> Vendor Set-up	<input type="checkbox"/> Vendor Set-up Faxed
<input type="checkbox"/> NRA <input type="checkbox"/> Honorarium	<input type="checkbox"/> Voucher Created – Direct Vendor Payments
Receipts Received:	<input type="checkbox"/> Voucher Created – Visitor Payments
<input type="checkbox"/> Airfare <input type="checkbox"/> Hotel <input type="checkbox"/> Mileage	
<input type="checkbox"/> Reimbursements	