SPONSORING FACULTY EVENT REIMBURSEMENT FORM

Name of Sponsoring Faculty Member ______________________________________________________

Event Name/Date _________________________________________________________________________

Guest Speaker(s) _________________________________________________________________________

Source of Funding (include breakdown of contributing departments)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Budget (honorariums*, airfare, hotels, meals, etc.)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

*Note: Honorarium checks take three weeks to process and you must have your visiting speaker fill out a W-9 form before the honorarium check is requested.

As the sponsoring professor you can be reimbursed through Concur but any reimbursements for your guest speakers have to be done by Barb Ryan. Please submit original receipts that show the amount they paid and include boarding passes if it is for airfare.

Spons Fac Event Reimb.doc