

SPONSORING FACULTY EVENT REIMBURSEMENT FORM

Name of Sponsoring Faculty Member _____

EventName/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.