

Visitor/Speaker Request

Host/Requestor: _____ Email: _____

First time visitor at UH: Yes No

VISITOR INFORMATION

Full Name: _____ Date of Birth(required): _____ Institution: _____

Dates of visit: _____ to _____ Departure _____ City/State/Country: _____

Phone: _____ Email: _____

Required for submission:

PURPOSE

- Invited talk on: _____ at Seminar: _____
- Collaborate on: _____
- Other: _____

If office space or a seminar room is needed, contact frontdesk@math.uh.edu.

Check all that apply:

EXPENSES

<input type="checkbox"/> AIRFARE	Estimated Amount	Speed Type
Reimburse Traveler Direct Bill UH:		

HOTEL Name: _____	Estimated Amount	Speed Type
Reimburse Traveler or Direct Bill UH (only some hotels) Confirmation.#: _____ Note: Only Room and Tax can be direct billed.		

RENTAL CAR	Estimated Amount	Speed Type
Direct bill confirmation #: _____ Reimburse Traveler		

OTHER RECEIPTED TRAVEL EXPENSES	Estimated Amount	Speed Type
Transportation Food Parking Mileage Rental car gas other		

SPEAKER AGREEMENT FORM	Amount	Speed Type
Note: Speaker agreement packet and vendor setup forms must be completed prior to visitor arrival.		

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. I also understand that the visitor must complete and submit a Vendor Setup Packet in order to be reimbursed.

Total Expenses Not to exceed: \$ _____ Signature of Account PI: _____

PACKET FORMS ARE NOW LOCATED AT www.math.uh.edu

Visitor/Speaker Request

Checklist:

1. Letter of invitation to visitor - MUST HAVE IF YOU ARE PAYING EXPENSES FROM A GRANT
2. Completed visitor request form.
3. Visitor's airfare , if available.
4. Completed speaker agreement packet, if applicable.
* must be completed four weeks prior to arrival of the visitor.
5. Completed vendor forms
*W-8 packet for Non resident visitors
*W-9 packet for US citizens

NOTE:

*Visitor Request Only : Please submit the completed visitor request form 15 business days before the first date of the visit.

*Speaker Agreement and Visitor Request : If speaker agreement is required, the visitor request and the speaker agreement must be submitted four weeks before the first date of the visit.

Please email completed form and backup documentation to ap@math.uh.edu or place them in AP mailbox in PGH651H.

INCOMPLETE REQUESTS WILL BE RETURNED TO YOU AND WILL NOT BE PROCESSED