

Visitor/Speaker Request

Submit completed form to the Accounts Payable Box no later than 15 days before the first date of the visit.

Host/Requestor: _____ UH Ext: _____ Date: _____

VISITOR INFORMATION

Full Name: _____

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

Phone: _____ Fax: _____ Email: _____

Required for submission:

PURPOSE

Invited talk on: _____

Seminar: _____ Date of Talk: _____ Room: _____

Office space from (date) _____ to _____

Check all that apply:

EXPENSES

**Requestor must book all travel arrangements for the visitor. See the back of this page for details.*

<input type="checkbox"/> AIRFARE	Estimated Amount	Account Number
<input type="checkbox"/> Reimburse Traveler <input type="checkbox"/> Direct Bill UH: ___ National Travel Services, 877-717-7768 or 888-603-8747		

<input type="checkbox"/> HOTEL Name: _____	Estimated Amount	Account Number
<input type="checkbox"/> Reimburse Traveler or <input type="checkbox"/> Direct Bill UH (only some hotels) Confirmation.#: _____ Pay for: <input type="checkbox"/> Room <input type="checkbox"/> Tax <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"/> RENTAL CAR	Estimated Amount	Account Number
<input type="checkbox"/> Enterprise 888-291-0359 (Rate ID: TX730X) <input type="checkbox"/> Advantage 800-777-5518 (Rate ID: 730-TXC) <input type="checkbox"/> Avis 800-331-1212 (Rate ID: F999730)		

<input type="checkbox"/> OTHER RECEIPTED TRAVEL EXPENSES	Estimated Amount	Account Number
<input type="checkbox"/> Transportation <input type="checkbox"/> Food <input type="checkbox"/> Parking <input type="checkbox"/> Mileage <input type="checkbox"/> Rental Car Gas <input type="checkbox"/> Other: _____		

<input type="checkbox"/> HONORARIUM	Amount	Account Number

<input type="checkbox"/> CONTRACT (MUST BE SUBMITTED 3 WEEKS PRIOR TO START DATE)	Amount	Account Number

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.

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

Visitor/Speaker Request

Step 1:

Make Hotel Arrangements:

1. Choose Hotel

UH Hilton – 713/ 741-2447 or universityhilton@yahoo.com - (UH Campus)

Hilton Houston Plaza – 713/ 313-4000 - (6633 Travis Street)

Rodeway Inn – 713/ 663-6200- (6712 Morningside Dr.) *A staff member will send a letter to the hotel requesting that the guests stay be direct billed to the department once we receive a completed Visitor Request Form.

Best Western Greenway – 713/ 528-6161 – (2929 Southwest Freeway.)

2. Call Hotel and make reservations
3. Enter the name of the hotel and confirmation number on **Visitors Request Form** under Hotel section.

Make Airfare Arrangements:

1. Indicate on **Visitors Request Form** under Airfare section if airfare is **direct billed** or **Reimburse Traveler**
2. Contact Travel Agency and make flight arrangements for visitor
3. Include a copy of Itinerary with **Visitors Request Form**

Make Car Rental Arrangements:

1. Choose Car Rental Agency
Enterprise - 1888/ 291-0359 (ID #TX730X)
Advantage 1800/ 777-5518 (ID #730-TXC)
Avis 1800/ 331-1212 (ID #F999730)

Note: Let agency know if rental is direct billed. If so, give ID # assigned to agency.

2. Include confirmation number on **Visitors Request Form** under Car Rental section for agency of your choice.

Step 2:

Complete the remaining **Visitor Request Form**

Step 3:

Include the other necessary forms for your visitors:

1. ***Letter of Invite** to visitor – MUST HAVE IF YOU ARE PAYING EXPENSES FROM A GRANT
2. ***Individual Setup Form** – needed if the visitor is being reimbursed for any expenses.
3. ***Honorarium Form** – needed if you want to give the visitor a honorarium for a talk
3. ***Speaker Fee Form/Honorarium** – **only** needed if you want to give the visitor a honorarium from your grant

*Sample & blank forms are attached