

Host/Requestor

Host/Requestor Email



For Department Use Only:	
NSM ID	_____
Concur ID	_____
Smartsheet Req ID	_____
Vendor ID	_____

Visitor/Speaker Request

Visitor Information:

Full Name: _____ Date of Birth _____ First time visitor at UH: Yes No

Institution _____ City/State/Country: _____

Email: _____ Dates of visit _____ to _____

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 submit completed form and backup documentation via [Smartsheet](#)

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