

# R·I·T | College of Art and Design PRE-Approval Form

## Guest Presenter

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This form must be submitted to your School Director or Supervisor by the Faculty/Staff Sponsor **at least one month** before a visit and before making any commitments to guest presenters or incurring any expenses.  
*Please note that Sr. Staff Assistants cannot act as the Faculty/Staff Sponsor.*

**The Faculty/Staff Sponsor is responsible for obtaining all the documents related to guest presenter and submitting them to their Sr. Staff Assistant. COMPLETE instructions and documentation required can be found on the second page of this form.**

Faculty/Staff Sponsor's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

College Program and School \_\_\_\_\_

Guest Presenter's full name (or DBA/"doing business as.." if applicable)

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Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Purpose of the Campus Visit/Event: \_\_\_\_\_  
*(Attached announcement or poster with relevant dates and activities is REQUIRED)*

### Funding

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School or Department Operations Account

Gift Account

Vignelli Center for Design Studies

Other: \_\_\_\_\_

Enter **Expense Distribution Account Number** below (Sr. Staff Assistant)

(XX.XXXXX.XXXXX.XX.XXXXX.XXXXX) \_\_\_\_\_

### Budget Estimate

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Honorarium \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Hospitality \$ \_\_\_\_\_ *Provide a detailed rationale and a list of attendees for reimbursement.*

Misc. \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

### Guest Arrangements

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**Travel** arrangements for this guest presenter will be: (CHECK ALL THAT APPLY)

Made by Faculty/Staff Sponsor and Guest and direct billed through one of RIT's approved travel agencies

Made independently by the guest, who will:

Seek reimbursement  Not seek reimbursement

**Lodging** arrangements for this guest presenter will be: (CHECK ALL THAT APPLY)

Made by the School's Sr. Staff Assistant and direct billed through the Radisson

Made by Faculty/Staff Sponsor, who will seek reimbursement

Made independently by the guest, who will

Seek reimbursement  Not seek reimbursement

### Required Approval

Guest Presenter PRE-APPROVAL

School Director/Supervisor's signature \_\_\_\_\_ date \_\_\_\_\_

*Please submit a copy of this signed form to your Sr. Staff Assistant once approval is granted.*

Revised 08/28/18

# R·I·T | Five Options for Hosting Guest Presenters

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All College of Art and Design forms can be found at: <https://inside.cad.rit.edu>

CHOOSE ONE (1) OF THE FOLLOWING OPTIONS.

Options are listed from simplest to most complex – please check the box next to your choice.

- OPTION 1: Visiting presenter is offered an honorarium only, and required to make their own travel and lodging arrangements without expectation of reimbursement.**

*Forms/documents required in addition to the Guest Presenter Pre-Approval Form completed by Faculty/Staff Sponsor:*

- Honorarium Offer Letter signed by visitor and Faculty/Staff Sponsor needed before any incurred expenses
- Documentation of presentation (poster/email blast/class list/etc.)
- New Supplier Set-up completed by Faculty/Staff Sponsor and visitor
- Determination of Citizenship completed by visitor
- W-9 completed by visitor <http://www.irs.gov/pub/irs-pdf/fw9.pdf> or
- W-8BEN for international visitors <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

- OPTION 2: Visiting presenter is not offered an honorarium; just travel, lodging, and hosted meals.**

Faculty/Staff Sponsor initiates guest's travel arrangements through Tzell Travel (or other RIT approved agency) to be direct-billed. Faculty/Staff Sponsor provides their RIT UID# and name of guest presenter to the travel agency, then has the guest presenter make arrangements directly with the travel agent. The School/Dept.'s Sr. Staff Assistant makes the guest's reservation at the **Radisson** next to RIT.

*Forms/documents required in addition to the Guest Presenter Pre-Approval Form completed by Faculty/Staff Sponsor:*

- Documentation of presentation (poster/email blast/class list/etc.)
- Original itemized receipts for hosted meals (hospitality) with names/roles of all attendees listed.
- Itemized receipts from Tzell (or other approved travel agency) and from the Radisson
- Online Travel Expense Report (TER) completed by Sr. Staff Assistant WITH Faculty/Staff Sponsor

- OPTION 3: Visiting presenter is offered an honorarium in addition to travel, lodging at the Radisson, and hosted meals.**

Faculty/Staff Sponsor initiates guest's travel arrangements through Tzell Travel (or other RIT approved agency) to be direct-billed. Faculty/Staff Sponsor provides their RIT UID# and name of guest presenter to the travel agency, then has the guest presenter make arrangements directly with the travel agent. The School/Dept.'s Sr. Staff Assistant makes the guest's reservation at the **Radisson** next to RIT.

*Forms and Documents required:*

- All items listed for "Option #2", plus
- Itemized receipts from Tzell (or other approved travel agency) and from the Radisson
- Online Travel Expense Report (TER) completed by Sr. Staff Assistant WITH Faculty/Staff Sponsor

- OPTION 4: Visiting presenter is offered an honorarium in addition to travel, lodging, and hosted meals.**

Faculty/Staff Sponsor initiates guest's travel arrangements through Tzell Travel (or other RIT approved agency) to be direct-billed. Faculty/Staff Sponsor provides their RIT UID# and name of guest presenter to the travel agency, then has the guest presenter make arrangements directly with the travel agent. Faculty/Staff Sponsor makes the guest's reservation at **any local hotel**, (please use NYS Tax Exemption) charging it to their personal PNC travel card or personal credit card.

*Forms and Documents required:*

- All items listed for "Option #2", plus:
- Itemized receipt from Tzell (or other approved travel agency)
- Itemized receipt from the hotel
- Online Travel Expense Report (TER) completed by Sr. Staff Assistant WITH Faculty/Staff Sponsor

## R·I·T | Five Options for Hosting Guest Presenters

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- OPTION 5: Visiting presenter is offered an honorarium and prefers to make their own travel and lodging arrangements, with the expectation of reimbursement from RIT.**

*Forms and Documents required:*

- All items listed for “Option #2”, plus:
- If flying - Itemized receipt for airfare showing payment method and boarding passes
- If driving a personal vehicle - Detailed mileage documentation (Mapquest, Yahoo maps, etc.)
- Original itemized receipts for hotel and all meals purchased by guest
- Original itemized receipts for all miscellaneous expenditures by guest (taxi’s, parking, etc.)
- Non-employee Travel Expense Reimbursement form *completed by the guest presenter and submitted as a paper copy to the School/Dept.’s Sr. Staff Assistant*

<https://www.rit.edu/fa/controller/sites/rit.edu/fa.controller/files/files/forms/non-employeeTravel.pdf>

### **Hospitality** (for any option)

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- Original itemized receipts for hosted meals (hospitality) with names/roles of all attendees listed.