

RIT | College of Art and Design PRE-Approval Form

Guest Presenter

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.

Note: Guests cannot be current RIT employees or students, and 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 _____

School/Department _____

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

Arrival Date _____ Departure Date _____

Purpose of the Campus Visit/Event: _____ Audience: _____

Funding

School or Department Operations Account

Gift Account

Vignelli Center for Design Studies

Other: _____

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

(XX.XXXXX.XXXXX.XX.XXXXX.XXXXX) _____

Budget Estimate

Honorarium \$ _____

Transportation \$ _____

Lodging \$ _____

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

Misc. \$ _____

Total \$ _____ **For totals \$500 or more and if approved by the School Director, the Sr. Staff Assistant will forward to CAD Finance for further processing.*

Guest Arrangements

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 or Faculty/Staff Sponsor

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 _____

Dean's signature (for \$500 or more) _____ date _____

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

Revised 10/29/24

RIT | Four Options for Hosting Guest Presenters

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.

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 lodging
- Online Travel Expense Report (TER) completed by Sr. Staff Assistant OR Faculty/Staff Sponsor

- OPTION 3: 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 OR Faculty/Staff Sponsor

RIT | Four Options for Hosting Guest Presenters

- OPTION 4: 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)

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