



Speaker/Presenter Reimbursement Form

This form is **only** to be used to reimburse a speaker/presenter for travel expenses. For a speaker or other individual being paid additional monies for their services, a contract must be initiated prior to the service.

Name of Presentation:

Dates of Presentation:

University Department Hosting Event:

Department must provide receipts and an itemized travel claim for reimbursable expenses that have been broken out as per diem and travel expenditures.

TTU Policy 506: General and Group Travel Policies will apply.

\$_____ per day as a per diem for food.

\$_____ for documented travel expenditures.

Total Maximum Payment: _____

Are you a citizen or permanent resident of the United States? Yes ☐ No ☐
(If you selected "No," please contact the Department Organizer immediately for instructions on how to proceed.)

The undersigned Speaker hereby agrees that the amounts specified above are the maximum amount(s) to be paid by Tennessee Tech to Speaker for travel expenses related to the presentation described above.

Signed:	Signed:
Speaker's Signature	Departmental Coordinator's Signature
Printed Name:	Printed Name:
Street Address:	Email:
City, State, Zip:	
Phone Number:	
Email:	

Form must be completed prior to beginning of presentation. Following the presentation, to process payment, department must submit a requisition in Talon, along with a completed copy of the form, receipts and an itemized travel form.