

Speaker/Presenter Reimbursement Form

This form is used only to reimburse a speaker/presenter for documented travel expenditures, in accordance with Tennessee Tech Policy #506 – General and Group Travel Policies. For a speaker or other individual being paid additional monies for their services, a contract must be initiated prior to the service being performed.

Name of Presentation: _____

Date(s) 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. Tennessee Tech 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? _____

(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.

Speaker:

Tennessee Tech:

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 this form, the receipts, and an itemized travel form.