



Workshop/Seminar Participation Form

This form is to be used *only* for workshop participants/attendees. For a speaker, presenter, or other individual providing any type of service to the University, a personal/professional services agreement must be completed.

Name of Workshop/Seminar:	
Dates of Workshop/Seminar:	
Location of Workshop/Seminar:	
University Department Hosting Event:	
Maximum Payment to Participant:	\$ _____ per _____ day _____ week as a stipend. \$ _____ for registration.
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 _____ week as a per diem for food. \$ _____ for documented travel expenditures. Total Maximum Payment: _____
Other terms (N/A if none):	

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

Minority/Ethnicity Code (Check any that apply):

African American (MA) Native American (MN) Hispanic American (MH)

Asian American (MS) Other Minority (MO) Specify: _____

The undersigned Participant hereby agrees that the amounts specified above are the maximum amount(s) to be paid by Tennessee Tech to Participant for Participant's attendance and participation at the workshop/seminar described above.

Signed:	Signed:
x	x
Participant's Signature	PI/Departmental Workshop Administrator's Signature
Printed Name:	Printed Name:
Street Address:	Email:
City, State, Zip:	Banner Index:
Phone Number:	Name of Workshop Organizer:
Email:	Email:

Form must be completed prior to beginning of workshop/seminar. Following the workshop/seminar, to process payment, department must submit a requisition in Eagle Buy, along with a completed copy of the form, receipts and an itemized travel form. A W-9 Form should also be completed by each workshop/seminar participant, and emailed to APW9@tntech.edu.