

PROPOSED RECRUITMENT VISITOR

Today's Date: _____

This information MUST be completed before an office can be assigned to the visitor.

NAME OF VISITOR: _____

SPONSOR NAME: _____

PERIOD OF STAY: FR: _____ TO: _____

DOES THE VISITOR HAVE A TENURED OR TENURE-TRACK POSITION SOMEWHERE? Yes No

INSTITUTION: _____ Fax: _____

MAILING ADDRESS: _____ Tele: _____

_____ e-mail: _____

Will the visitor require a formal invitation for visa purposes? YES _____ NO _____

Indicate type of visa (J-1, H1B, WB/WT, B1/B2, F1): _____

Travel Reimbursement Section:

If "Other" reimbursement is checked,
please indicate source of funding (grant, PGP, etc.):

	Approved	Paid by (please check):	
		Dept	Other
Proj Airfare/Transportation: _____	_____	_____	_____
Proj Accomodation: _____	_____	_____	_____
Proj Meals/Incidentals: _____	_____	_____	_____
TOTAL PROJ COST _____	_____	_____	_____

All reimbursement paid through the department must be approved by the Chair. The Chair will initial approved projected expenses above and/or indicate the maximum departmental allowances.

COMPUTER/SPACE NEEDS: _____

COMMENTS: _____

APPROVED BY CHAIR:

Chair's Signature

Date

The department normally assigns short-term visitor space to the candidates, which sometimes is shared. Special arrangements should be noted in the comments above.

(Revised 1/23/04)