

Visiting Professionals/Speaker Request
School of Journalism & Broadcasting

Speaker Name(s): _____

Professional Position/Title: _____

Employer: _____

Date(s) of visit: _____

Purpose: _____

Budget Estimate:

Transportation (Mileage, airfare or NA)*: _____

Lodging (Arrival/Departure): _____

Meals (Include names of all attendees)**: _____

*If the School is covering airfare expense, please indicate whether guest or Office Coordinator is handling the booking. If the office is booking, provide an e-mail address for the guest so they may be contacted.

**On-campus meals include the Red Zone or the Walk-Thru dining service. Funding will be limited to the guest and three faculty members.

For off-campus meals, funding will be limited to the guest and two faculty members. Anything beyond this will need a separate funding request. For all meals, provide a detailed receipt and a list of the attendees.

Submitted By: _____

Director Approval: _____