



Steward Observatory Business Office
Speaker/Visitor Request Form

(Required for all Speakers/Visitors/Interviewees Prior to Event)



Speaker/Visitor: Complete Via Email:

*University of Arizona Employees/Students are NOT eligible to receive compensation/reimbursement.

Visitor Name (Last, First):

Mailing Address:

Contact Number: Email:

Citizenship: Are you a US Permanent Resident? Yes No

Non-US Citizen Travel Document:

Visa Type:

Passport Type:

Other Type:

*** G / A / F1 Visa Non-Reimbursable / Interview Only ***

Collaboration/Speaker/Interviewee:

I certify that all payments and/or associated expenses I will receive from the University of Arizona are for the usual academic/research/hiring activities.

Signature: Date:

Statement of Honoraria Recipients (When Applicable):

I certify that I have not received honoraria payments & associated expenses from more than five institutions in the previous six-month period. I further certify that the honoraria payment and/or associated expenses I will receive from the University of Arizona are for usual academic activities and that those activities do not/will not last for more than nine days.

Signature: Date:

Speaker/Visitor: Submit to SO-Purchasing-Reimbursements-Travel@teams.arizona.edu when completed.

The Business Office will contact you within 24 - 48 hours once submitted to confirm your request has been fully approved and send additional UA forms to complete before the event/visit.

Completed by Host:

Date of Visit: to Payment Amount:

UA Research/Business Purpose:

Responsible Party Signature: Account#:

Completed by Steward Observatory Business Office

US Citizen: W-9 Icon Form (Non-Reimbursement Payment Only)

Non-US Citizen: Glacier Icon Form (Non-Reimbursement Payment Only)

Documents: Verified Copies

Wire Transfer Form: No Yes Other Flyer / Meeting Agenda Other