

Hosting Checklist

1. Guest Name: _____ Host Name: _____

2. Guest a U.S. Citizen? Yes No - (*See fiscal staff*) Dates of Trip : _____

3. Business purpose: _____

4. Speaker Type: Colloquium Quad-L Candidate Other: _____

5. Indicate all expenses which have been approved:

A. Psychology Preferred **Approved Lodging:**

Yes, please arrange check-in on _____ & check-out _____ at the following hotel:
Embassy Suites.: \$141; includes complimentary breakfast. Airport shuttle is not available
Hotel Parq: \$141; includes both a complimentary breakfast; and UNM & airport shuttle available
Best Western on Yale: \$60; complimentary breakfast; UNM and airport shuttle available
Other: _____

No, arrangements needed

B. Airfare

Yes, the guest will seek reimbursement. They have been instructed to forward their electronic receipts/itinerary to our department.

No airfare reimbursement

C. Honorarium

Yes, amount: _____ ****Please collect their social security #, address, & CV.**

No honorarium

D. Other Approved Receipts (parking, misc. food receipts, etc.): _____

6. Please note the allowed per diem for **hosting meals:**

A. Maximum per diem allowed for reimbursement: Breakfast - \$88 Lunch – \$96 Dinner - \$224

B. Submit both the paid receipt and the itemized meal receipt with names of all the attendees (guest and UNM affiliates) printed on the back. Alcohol is not approved for reimbursement.

7. Additional comments: _____

Return completed form to fiscal staff.