

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: \$75; complimentary breakfast; Plus 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 - \$81.60 / Lunch – \$102 / Dinner - \$224.40**

Choose reasonably priced options. Amounts above the **indicated amounts** will be out of your pocket.

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

Return completed form to fiscal staff.