

Request for Guest Travel



Step 1: W-9 Form

- The guest must fill out the attached [W-9 form](#) and return it to the music office. (email: bhilliard@atu.edu or fax: 479-968-0467)
- The W9 must be filed and processed before a requisition can be processed.
- Allow 6 days for guest to return form.

Step 2: New Vendor Form

- The Music Secretary fills this out and submits for processing.
- Please allow 2 working days (in addition to step 1).

Step 3: Guest Information

- If the guest is driving, an "[Authorization to Operate a Vehicle](#)" form must be filled out and returned to the Music Office.
- The guest's license plate number and issuing state are required.
- If you are transporting the guest, then please fill out a travel request for yourself.

Once steps 1-3 have been completed, submit the following form to the music office.

Requesters Name:			Today's Date:	
Guest's Full Name:	Guest Address:	City:	State:	Zip:
Guest's Email:	Guest Phone Number:		Approved by: <small>For Dept. Head Use Only</small>	
Guest Arrival Date:	Guest Departure Date:	Date of Event:	Cost before Taxes:	
Event Description:			Budget Code:	
Rationale of Event/Guest:				
Guest Lodging Needed?	If yes, how many nights?	How many rooms?	Estimated Cost:	
Yes No				
<i>Room receipts are required for reimbursement.</i>				
Are we covering guest meals?	If yes, how many?		Estimated Cost	
Yes No				

- Guest must pay up front for travel; once receipts are submitted, they can be reimbursed.
- If you are using Foundation Funds, a check can be ready prior to the travel **only if all forms and requisitions have been filled out and cleared by the foundation.** Note: This process can take an additional week.
- This entire process can take up to 4 weeks; early process is essential.

Requisition must be completed and approved by Department Head before travel.