

**REQUEST FOR VISITING EDUCATOR SUPPORT**

Submission Date: \_\_\_\_\_

To: Timothy Kaufman-Osborn  
Committee of Division Chairs

Request for:  Fall  Spring Semester

From: \_\_\_\_\_  
Faculty member

\_\_\_\_\_  
Dates of Visit (*approximate*)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Name of Visiting Educator

**Contact Information for VE:**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
E-mail

We anticipate the following schedule of meetings and/or presentations (must include public lecture). **Please give specific information, i.e. area of specialization, title of presentation, contribution to curriculum:**

**Anticipated Expenses:** A total cost is presented to the Committee for consideration. Please include your best estimate for each expense listed. See <http://www.whitman.edu/content/dean-of-faculty/visitingeducator/costs> for budgeting guidelines.

\_\_\_\_\_ **Advertising** (flyers, posters, ads, etc.)

\_\_\_\_\_ **Honorarium** (\$500 maximum)

\_\_\_\_\_ **Transportation** (Mileage reimbursement rate is .55)

\_\_\_\_\_ **Lodging** \_\_\_\_\_ nights @ \_\_\_\_\_ *Please **do not** budget for BFC unless you know for certain it is available and have made the reservation.*  
(est. cost)

\_\_\_\_\_ **Meals/Reception** (lunch, dinner, post lecture reception)  
*In order to keep costs within reason we suggest that only the members of the department whose professional interests are closest to those of the guest accompany him/her to dinner. Due to the increase in travel costs, dinner costs should be no more than \$50 per person.*

\_\_\_\_\_ **\$ Total Estimated Costs**

**Additional Comments:**