

REQUEST FOR VISITING EDUCATOR SUPPORT

Submission Date: _____

To: Helen Kim, Associate Dean of the Faculty

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

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

Anticipated Expenses: Please include your best estimate for each expense.

_____ **Advertising** (flyers/posters/ads)

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

_____ **Transportation** (Mileage reimbursement rate is 57.5

cents) **Event Support (IMS)** ims@whitman.edu

_____ **Lodging** _____ nights @ _____ **\$120+Tax on weekdays**
(est. cost) **\$150-\$300 on weekends**

_____ **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. Meal costs can be no more than \$60 per person pre-tax and gratuity.

\$ _____ **Total Estimated Costs**

Additional Comments:

*This budget request must be submitted to Helen Kim, C/O Qi Jia (jiaq@whitman.edu) **no later** than two months for domestic travel and five months for international travel prior to the anticipated visit date. The requests are typically limited to one department/program per academic year.*

BUDGETING GUIDELINES can be found at [here](#)
And click [here](#) to fill out the Event Advertising Form