

REQUEST FOR VISITING EDUCATOR SUPPORT

Submission Date: _____

To: Mary Raschko,
Associate Dean for Faculty Development

Request for Fall Spring Semester

From: _____
Faculty member

Dates of Visit (*approximate*)

Department

Name of the Educator

Educator contact information:

University/Organization Name:

Email:

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:**

If the public presentation need to be recorded, a signed Recording Permission Form (hard copy or via sign request) must be submitted to the ims@whitman.edu 24 hours prior to the event.

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

Advertising

- Campus Flyers (8.5x11,\$0.50/sheet, 11x17, \$1.05/sheet)
- U-B (\$200-225, 2"x5", black and white)
- NPR (\$175-350, 10 to 20 ad-series over one week)

Honorarium

Transportation (Mileage reimbursement rate is 62.5 cents)

Event Support (IMS) ims@whitman.edu

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

Meals/Reception (lunch or dinner and a 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 including drinks costs can be no more than \$60 per person pre-tax and gratuity.

\$ _____ **Total Estimated Costs**

BUDGETING GUIDELINES can be found at [here](#) AND click [here](#) to fill out the Event Advertising Form. Please forward the advertising submission confirmation to Qi Jia for interdepartmental billing information

Additional Information, including a short description of the event you wish to be used for UB and/or NPR advertising and the pronunciation of the speaker's name.

*This budget request must be submitted to Mary Raschko, 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 visiting educator program requests are typically limited to one department/program per academic year.*