

SCHOOL OF JOURNALISM
Visiting Professional
Procedures for Requesting Support

Updated 4/18/2012

- **Request for Support: Visiting Professional form**
 - Complete the form on the Web
 - <http://journalism.iupui.edu/about/forms/>
 - Scroll down to **Visitors** and then to
 - **Visiting Professional Request for Support**
 - Complete all sections applicable
 - Add notes of explanation where special conditions apply
 - If visitor is **not** a US citizen or resident alien, contact Jamie Owens with details
 - Once the form has routed, you will receive approval from Interim Executive Associate Dean Drew.
 - If your request involves **Hospitality** (meals or refreshments for students that is provided by SOJ) you must complete the **Request for Hospitality** form in the Visitors section on the Web
- **Transportation reservations/arrangements**
 - The Visiting Professional needs to make his/her own airline reservations and will be reimbursed for the cost of **coach** class.
- **Lodging reservations**
 - Jamie Owens can make reservations at University Place, which will be direct billed to the Journalism department.
- **Miscellaneous**
 - If the sponsor provides meals, complete the **Out-of-pocket Expenses (Non-Travel) – Reimbursement** form and return to Jamie Owens. Please note that alcohol is an unallowable IU expense.
 - <http://journalism.iupui.edu/about/forms/>
- **Honorarium**
 - \$100 per class presentation, maximum of \$500
 - All course sections must be listed on the **Visiting Professional Request for Support**
- **Payment to the Visiting Professional**
 - Packet will be placed in the sponsor's mailbox to give to the Visiting Professional to complete.
 - Packet will include the following forms:
 - IRS W-9
 - IU School of Journalism: Non-employee reimbursement for travel expenses – must have original signature, no photocopies accepted.

Please contact Jamie Owens at 278-5320 or owensjam@iupui.edu with questions.