SCHOOL OF JOURNALISM
Visiting Professional
Procedures for Requesting Support
Updated 4/18/2012

➢ **Request for Support: Visiting Professional form**
  o Complete the form on the Web
    ▪ [http://journalism.iupui.edu/about/forms/](http://journalism.iupui.edu/about/forms/)
    ● Scroll down to Visitors and then to
      o Visiting Professional Request for Support
      o Complete all sections applicable
      o Add notes of explanation where special conditions apply
      o If visitor is not a US citizen or resident alien, contact Jamie Owens with details
  o Once the form has routed, you will receive approval from Interim Executive Associate Dean Drew.
  o 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**
  o The Visiting Professional needs to make his/her own airline reservations and will be reimbursed for the cost of coach class.

➢ **Lodging reservations**
  o Jamie Owens can make reservations at University Place, which will be direct billed to the Journalism department.

➢ **Miscellaneous**
  o 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/](http://journalism.iupui.edu/about/forms/)

➢ **Honourarium**
  o $100 per class presentation, maximum of $500
  o All course sections must be listed on the Visiting Professional Request for Support

➢ **Payment to the Visiting Professional**
  o 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.