

KAVLI INSTITUTE FOR THEORETICAL PHYSICS

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Program Coordinators, Permanent Members, & Seminar/Colloquia Chairs

Re: Reimbursement Procedures for Speakers

Experience has taught us that our Seminar and Colloquia speakers' visits go more smoothly when we have some basic information about them prior to their arrival. To help us, and you, with this, we have designed a web worksheet for you to complete for each speaker who is **not** also a program participant. This form is located at:
<http://www.kitp.ucsb.edu/coordinators/programs/short-term>.

As you can see, this form provides us with the week of the speaker's talk, his/her contact information, and the level of reimbursement you are requesting. Plus, your email account on the form authorizes the expenditure from your program budget. **You do not need to make any arrangements for the speaker yourself** – a KITP staff member will contact the speaker and provide the necessary follow-up – but do pay close attention to the financial details as we need clear instructions in that area. (For your convenience, travel reimbursement guidelines are located at:
<http://www.kitp.ucsb.edu/coordinators/programs/current-kitp-airfare-guidelines>)

Please complete the form as soon as arrangements with the speaker are finalized. You may do this as far in advance of the actual visit as you wish. Once you have completed the form and hit the "submit" button, an email will be sent to those at the KITP who require the information. The KITP staff will take it from there and will contact you if there are any questions.

While the speaker is here, he/she will need to see the staff member who handles speaker reimbursements, currently Jocelyn Quick, and sign the necessary paperwork. Please be aware that speakers who are not U.S. citizens need to have the appropriate visa status in order to be reimbursed. All speakers will need to provide original receipts.

If you have any questions or suggestions, please let me know. Thank you.

Deborah Storm
MSO

cc: David Gross
M. Einhorn
Speaker Staff
KITP Policies Notebook