**COLLEGE OF ARTS VISITING SPEAKER REQUEST FORM**

**Reason for Request**

**Visitor Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Department** |  |
| **Address** |  | **Class / Event** |  |
| **City** |  |
| **Province** |  | **Topic** |  |
| **Postal Code** |  |
| **SIN** |  |

\*Note: The honorarium is taxable income to the speaker. If the speaker is a non-resident, 15% tax will be withheld unless the speaker completes Form 105. This tax can be claimed back when filing their income tax return.

**Estimated Speaker Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Expense** | **Anticipated Cost** | **Account to Charge (e.g. Operational Budget, Grant)** | |
| **Honorarium** |  |  | |
| **Transportation** |  |  | |
| **Meals** |  |  | |
| **Accommodation** |  |  | |
| **Total** |  | **Currency** |  |

**Estimated Other Costs**

\*Note: meals should be covered for the guest and the host professor. No other

\*Note: only the speaker’s meal, the host professor, and up to 3 students can be claimed for this reimbursement.

Requested by

(print & signature):

Approved by

(Chair/Director print &

signature):