

**University of Kentucky
College of Agriculture, Food, and Environment
Department of Plant and Soil Sciences**

Financial Information Form (TO BE COMPLETED BY HOST)

<u>Flight/Travel Expenses</u>		
How will the speaker travel?	Air	Car
If by air, who will book the ticket?	UK	Speaker
If by car, does the speaker expect mileage reimbursement?	Yes	No

<u>Hotel Expenses</u>		
Will the speaker need a room?	Yes	No
If yes, for how many nights?	_____	
Who will be booking the room?	UK	Speaker
If booked by speaker, does the speaker expect reimbursement?	Yes	No

<u>Meal Expenses</u>		
How many meals are expected? Please note the number of each below:		
_____ reimbursed to speaker		
_____ reimbursed to host		
_____ paid by UK (i.e. lunch with grad students, PRD payment for dinner)		

<u>Honorarium</u>		
Has an honorarium been agreed upon?	Yes	No
If so, for how much?	_____	
How was approval obtained from Dr. McCulley?	Email	Verbal
If via email, please attach a copy.		

<u>Other Expenses</u> (i.e. parking, taxi, rental car)

*Reimbursements and honorariums are processed through PaymentWorks. For reimbursements, copies of receipts must be sent to Emily Hill (Emily.Hill@uky.edu) for processing.

Please return this form, along with the Speaker Information Form, to:
Stacy Underwood – stacy.underwood2@uky.edu