

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

Financial Information Form (TO BE COMPLETED BY HOST)

Flight/Travel Expenses

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

Hotel Expenses

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

Meal Expenses

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)

Honorarium

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.		

Other Expenses (i.e. parking, taxi, rental car)

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

Please return this form, along with the Speaker Information Form, to:
Zoe Womack (zdwo222@uky.edu)