

## Guest Travel Expense Form

Attach all supporting evidence to this form.



**BAU**  
Bay Atlantic  
University

Bay Atlantic University operates on a NET 30 payment cycle. The University strives to ensure all guest speakers are reimbursed in a timely manner. A separate form must be submitted for each guest. Foreign speakers must be traveling to the U.S. on a J-1, B-1 or WB Visa to receive honorarium payment or reimbursement from BAU. There is an additional \$35 fee for foreign wire payments.

Instructor/Organizer Name:	Event Name:	Date and Time of Event:
Please discuss the specific topics the guest presented or reason for the travel:		
How did the guest's presentation/participation contribute to the programmatic material of the course or event?		
Honoraria requested? ___ Yes                      ___ No	Payee Name:	Payee Address:
Reimbursement For: ___ Travel ___ Meals ___ Lodging ___ Other (Specify)	Reimbursement Amount:	Reimbursement Method: ___ Check ___ Petty Cash (if less than \$500) ___ Wire
Wire Info:		

Approved By (Name and Title): \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_