

REQUISITION FOR GUEST ARTIST APPEARANCE

Guest Artist's Name: _____

Type of Service Rendered: _____ (Concert, Master Class, Interview, etc)

Address: _____

City, State, Zip: _____

Phone Number (with Area Code): _____

Social Security Number: _____

Is the Guest Artist a United States Citizen? Yes _____ No _____

Total Expenses requested to be paid by the Music Department: _____

Account Number to be used: _____

Guest Arrival Date: _____ Guest Departure Date: _____

Guest Performance Date(s): _____

Airfare Amount: _____

Stipend Amount: _____

Meals: _____

Hotel: _____

Did you check with Music Department for UCF Complimentary Room? Yes _____ No _____

Rental Car (Avis): Dates car needed: _____ Amount: _____

Incidental Expenses (please describe in detail): _____

Requestor: _____ Approver: _____

Mr. Jeffrey Moore, Department Chair

Note: If guest is coming from a foreign country, you must request a J-1 Visa before they can enter the USA. Foreign artists that perform without a J-1 Visa can not get paid for services rendered.

Any guest traveling from out of state needs to submit a copy of their flight itinerary to the Music Department Accountant (unless the department booked and paid for the airfare). All guests need to stop by the Music Accounting office to sign UCF Travel documents.